

Required Housing Program Reports

Report	Submitted		Frequency	Form/ HMIS	Reference	Notes
	By	To				
Leased Housing Monthly Report RCN-11101-1	AHA	COMDT (G-WPM-4)	Monthly by the 10 th for previous month	HMIS	HMIS User Guide	1
ISSA Management Report RCN-11101-2	AHA	COMDT (G-WPM-4)	Quarterly by the 15 th for previous quarter	Letter	Sec 5.G.4	
Initial Occupancy Report RCN-11101-3	AHA	COMDT (G-WPM-4)	As needed	Letter	Sec 5.C.1.c.	
Housing Management Information System (HMIS) Update	HR/ LHA	AHA	Weekly Determined by AHA	HMIS	HMIS User Guide	
UPH Occupancy Report	UPH Mgr	AHA via chain-of- command	Monthly by the 5 th for previous month	HMIS HMIS	Sec 9.B.4	2

Notes:

1. Report currently required to be faxed to Commandant (G-WPM-4) by AHA.
2. Report required only for UPH facilities that do not have access to the HMIS database.

Forms Availability

Form Number	Date	Form Name	Source of Supply	Notes
AF-227	9-90	Quarters Condition Inspection Report	JetForm Filler	
AF-228	5-97	Furnishings Custody Receipt and Condition Report	Locally Reproduced	
CG-3883	4-80	Rapidraft Letter	JetForm Filler	
CG-4894	6-76	Off-Base Housing Application	JetForm Filler	
CG-5267	6-99	Application for Assignment to Military Housing	JetForm Filler	
CG-5427	6-99	UPH Furnishings and Equipment Funding Request	JetForm Filler	
CG-5436	1-99	Fire Protection System Evaluation	Locally Reproduced	
CG-5571	9-93	United States Coast Guard Residential Lease	HMIS database & JetForm Filler	
CG-5571A	7-93	United States Coast Guard Residential Lease General Provisions	JetForm Filler	
CG-5660	6-99	Permanent Party UPH Occupancy Report	Locally Reproduced	
CG-5661	6-99	Transient UPH Occupancy Report	Locally Reproduced	
DD-139	5-53	Pay Adjustment Authorization	JetForm Filler	1
DD-1144	3-92	Support Agreement	Locally Reproduced	1
DD-1607	4-95	Application for Homeowners Assistance	Locally Reproduced	1
DD-1747	9-93	Status of Housing Availability	Jet Form Filler	1
DA-5546	10-96	Detailed Sales/Rental Listing	Locally Reproduced	1
HUD-903	1-93	Housing Discrimination Complaint	Locally Reproduced	2

Notes:

1. Form downloadable from the Internet at "web1.whs.osd.mil/ICDHOME/FORMS.HTM".
2. Form downloadable from the Internet at "www.hudclips.org".

Coast Guard Housing Interservice Support Agreement (ISSA) Procedures

ISSA Process for Coast Guard Personnel Living in DoD Quarters

Step	Action	Description
1	DoD prepares ISSA	The ISSA, DD-1144, is prepared by the agency supplying the service. DoD will provide a list of services and their costs. The agreement can be for one or more years. Commandant (G-WPM-4) recommends 3 year ISSA terms with an option to allow CG cancellation with six months' notice. DoD must provide the address and billing information: In block 8 of DD-1144 the ISC shall request copies of billing to the AHO and Comptroller in addition to the copy sent to the FINCEN for payment.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commandant (G-WPM-4) for review and approval before signing as receiver of housing services.
3	DoD and AHO signs ISSA	After the supplier (DoD) and the receiver (AHO) sign the ISSA, the AHO and Comptroller keep a copy for their files. The AHO sends a copy to Commandant (G-WPM-4) and the Comptroller sends a copy to FINCEN.
4	ISC Comptroller prepares a MIPR or requisition for AHO's signature	The Military Interdepartmental Purchase Request (MIPR), DD-448, or a Requisition and Invoice/Shipping Document, DD-1149, is a one-year document used to pay for services provided under the ISSA during the FY. The ISC Comptroller completes the document using the Headquarters-provided leased housing accounting line. The AHO signs as the authorizing contracting officer.
5	DoD accepts MIPR	DoD accepts the MIPR using a MIPR Acceptance Form, DD-448-2 or a Requisition and Invoice/Shipping Document, DD-1149. The Comptroller then obligates the MIPR/DD-1149 funding in LUFS and transmits to the FINCEN. A hard copy of the obligation document is mailed to FINCEN and the DoD activity.
6	DoD bills the Coast Guard	DoD must bill the Coast Guard in accordance with the ISSA guidelines. Quarterly billings are preferred, but monthly billings are acceptable and sometimes required by DoD installations. DoD's accounting office will submit an SF-1080 to the FINCEN with a copy to the ISC Comptroller. The DoD housing site must provide CG occupancy information. The FINCEN will verify the SF-1080 has a valid MIPR or requisition obligation and pay DoD using the appropriate accounting information. The expenditure will be recorded in DAFIS.
7	The AHO monitors CG occupancy and the ISC Comptroller monitors DAFIS	The AHO must monitor Coast Guard occupancy to ensure accurate billing information. The ISC Comptroller will monitor expenditures on the MIPR or requisition obligations. The comptroller will report lack of billing to the DoD command listed on the ISSA and to the AHO.
8	AHO sends quarterly ISSA management reports to Commandant (G-WPM-4)	Each quarter the AHO must request the Comptroller to provide each ISSA's expenditure and the FY aggregate. The AHO will validate billing accuracy by confirming occupancy and project occupancy for the remainder of the FY. The AHO will identify excess funds obligations for an ISSA and the ISC Comptroller will de-obligate any identified excess funds by amending the MIPR and entering the change in LUFS. Any increases in MIPR or requisition obligations exceeding 10% of total obligation or \$10,000 <u>must</u> be pre-approved by Commandant (G-WPM-4).
9	ISSA account closed	The ISC Comptroller must close the ISSA account upon final payment. Ideally this will occur at the end of the FY.

ISSA Process for DoD Personnel Living in Coast Guard Quarters

Step	Action	Description
1	The AHO prepares ISSA or Host Tenant Agreement	The ISSA, DD-1144, or the Host Tenant Agreement, is negotiated and prepared by the AHO. The agreement is normally for 3 years, but can be for one or more years. Commandant (G-WPM-4) recommends occupant BAH rates be charged with an option to allow CG cancellation or amend charges with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commandant (G-WPM-4) for review and approval before signing as supplier of housing services.
3	DoD and AHO signs ISSA	After the supplier (AHO) and the receiver (DoD) sign the ISSA, the AHO and Comptroller keep a copy for their files. The AHO sends a copy to Commandant (G-WPM-4) and the Comptroller sends a copy to FINCEN.
4	DoD Comptroller prepares a MIPR or requisition	The Military Interdepartmental Purchase Request (MIPR), DD-448, or a Requisition and Invoice/Shipping Document, DD-1149, is a one-year document used to pay for services provided under the ISSA during the FY. The receiving activity (i.e., DoD Comptroller) completes the document using DoD accounting line.
5	AHO accepts MIPR	The AHO accepts the MIPR using a MIPR Acceptance Form, DD-448-2. The Comptroller forwards a copy of the DD-448-2 to the DoD Comptroller and FINCEN.
6	Coast Guard bills DoD	The ISC Comptroller must ensure DoD is billed for housing services in accordance with ISSA guidelines. Quarterly billings are preferred. The AHO or LHO provides DoD occupancy information to the ISC Comptroller who submits a transmittal to the FINCEN. The FINCEN will bill DoD and credit the account indicated by the ISC Comptroller on the transmittal document. The credit will be recorded in DAFIS.
7	The AHO or LHO monitors DoD occupancy and the ISC Comptroller monitors DAFIS	The AHO or LHO must monitor Coast Guard occupancy to ensure accurate billing information. Comptroller will monitor credits on the MIPR or requisition obligations. The comptroller will report lack of DAFIS credits to the FINCEN and to the AHO.
8	AHO sends quarterly ISSA management reports to Commandant (G-WPM-4)	Each quarter the AHO must request the Comptroller to provide each ISSA's payments and the FY aggregate. The AHO will validate payment accuracy by confirming DoD occupancy and ensuring the AFC-11 or AFC-12 accounts are properly credited.

Recouping Funds for Damages

Introduction

The process by which funds are recouped for damages to owned housing can be very lengthy and complex. However, it is absolutely necessary to hold members accountable for the consequences of their actions. Members held wholly or partly liable for damages to owned housing units owe a debt to the U.S. Government they must fully repay.

References

- *Coast Guard Housing Manual*, COMDTINST M11101.13 (series), Sec. 6.G.
 - *CG Pay Manual*, COMDTINST M7220.29 (series), Chap. 11.
 - *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series).
 - *Personnel and Pay Procedures Manual*, HRSIC M1000.2 (series).
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LHA and AHA responsibilities

The LHA deals directly with owned housing occupant(s) to recoup funds for damage for which members are held liable.

The AHA reviews the LHA's damage liability decision only when requested by the member.

Continued on next page

Recouping Funds for Damages, Continued

Notifying members of debt

The LHA must notify members they are liable for damage to Government-owned housing and their pay is subject to involuntary withholding (☞ Pages 6 and 7). This information is also stated in the Tenant Occupancy Instruction required to be signed by each member occupying Coast Guard housing.

Member's options

On receiving the LHA's debt notification letter, member(s) have these options:

OPTION	REMARKS
Voluntarily submit to LHA a signed PAA, cashier's check, or money order for full amount of debt	<p>The LHA sends member's voluntary PAA to HRSIC (dc) (☞ Page 8). HRSIC (dc) will determine the monthly installment amount.</p> <p>LHA sends member's cashier's check or money order to FINCEN (OGR) (☞ Page 9).</p>
Voluntarily make repairs or replace damaged items in kind, and/or provide new information and appeal to LHA to reconsider damage liability determination	<p>The LHA will review member's repair and replacement in kind action, and/or new information and reconsider the damage liability determination and:</p> <ul style="list-style-type: none"> • dismisses the entire debt if he or she finds member is not liable • deny appeal and again demand debt payment • partially approve appeal and send a new demand for payment letter
Request AHA review LHA's decision	The AHA will review the LHA's decision and issue a separate decision. The AHA is authorized to overrule an LHA's damage liability decision.
Request MLC (lc) via chain-of-command waive or compromise	The LHA and AHA will review any request for a waiver or compromise before MLC (lc) takes action.
Not respond	If the LHA does not receive a response from the member within 30 days after sending the debt collection letter, he or she submits an involuntary PAA to HRSIC (dc) to begin involuntary pay withholding. The PAA requires a statement indicating the member was provided due process (☞ Page 10).

Continued on next page

Recouping Funds for Damages, Continued

Member's options after debt collection begins

Members held liable for damage to owned housing have these options any time after debt collection begins:

OPTION	REMARKS
Request settlement authority review, reconsider, suspend, or terminate debt	<p>The member may submit a request for review via the LHA to the settlement authority challenging the debt's validity or amount. If the settlement authority determines the debt should be adjusted, he or she will provide a copy of the decision to the LHA. If a PAA previously had been issued, the LHA will immediately notify HRSIC (dc) and provide a copy of the settlement authority's decision. If the settlement authority decides to reduce the amount for which the member is liable, the LHA must submit a correction to the original PAA to HRSIC (dc).</p> <p>The <i>Coast Guard Claims and Litigation Manual</i>, COMDTINST M5890.9 (series), determines the appropriate settlement authority and provides detailed guidance on submitting and settling review and compromise requests.</p>
Request remitting the debt	<p>Only enlisted members may request a remission for hardships and injustice of a debt being deducted from their pay. The remission request must conform to guidance in the <i>Personnel and Pay Procedures Manual</i>, HRSIC M1000.2 (series), on remissions. Normally, HRSIC will suspend further debt collection pending Commandant (G-WPM) determination.</p> <p>Members may not request remissions after separating from the Service.</p>

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Recouping Funds for Damages, Continued

**HRSIC debt
collection efforts**

On receiving a voluntary or involuntary PAA from an LHA, HRSIC (dc) will begin debt collection efforts, which will continue for up to 10 years after the member incurred the debt or until HRSIC determines continued efforts are no longer cost-effective.

In all cases, HRSIC (dc) will finalize the original PAA and return it to the originating LHA as either collected in full or written off. HRSIC also sends a copy of the finalized PAA to the FINCEN to credit the appropriate housing site account for any money collected.

To contact HRSIC (dc) call (785) 357-6940 or fax at (785) 295-2781.

**FINCEN credit
procedures**

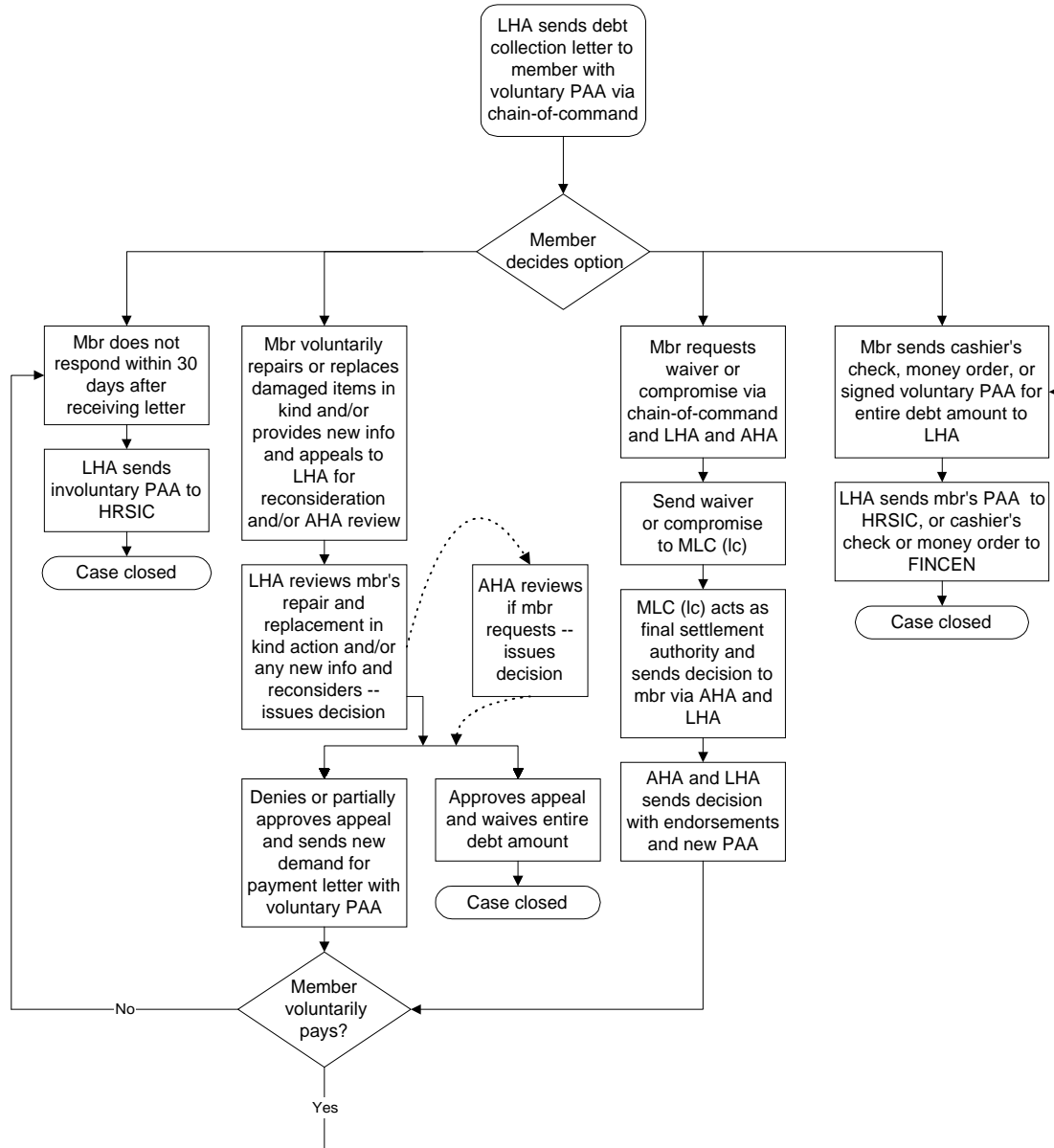
On receiving a member's cashier's check or money order or a completed PAA from HRSIC (dc), FINCEN will credit the appropriate account identified on the rapidraft letter or PAA.

To contact FINCEN Customer Service, call (757) 523-6940 or fax at (757) 523-6035.

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Recouping Funds for Damages, Continued


Procedural flowchart of funds recoupment process



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Recouping Funds for Damages, Continued

Sample debt collection letter

U.S. Department of Transportation		
United States Coast Guard		
		11101
From: LHA		
To: Member		
Via: Member's Command		
Subj: DEMAND FOR PAYMENT FOR DAMAGE TO QUARTERS		
Ref: (a) CG Housing Manual, COMDTINST M11101.13 (series)		
(b) CG Claims & Litigation Manual, COMDTINST M5890.9 (series)		
(c) CG Pay Manual, COMDTINST M7220.27 (series)		
(d) CG Personnel Manual, COMDTINST M1000.6 (series)		
<p>1. I have received the report of inspection carried out on your assigned Government quarters located at <u>(insert address)</u> on <u>(insert date)</u>. These quarters were assigned to you and you were responsible for their care and cleanliness. The inspection report, attached as enclosure (1), notes damage to the quarters in the amount of <u>\$(insert)</u>. I have determined you are liable for (all or insert amount) of the damages in accordance with reference (a). {if responsible for a lesser amount explain which damages the member is liable for}.</p> <p>2. You are now responsible for either repairing the damages to my satisfaction or repaying the Coast Guard Housing Program for the expense of repairing the damages. You may do so by one of these methods:</p> <p>a. Repair or replace the damaged items yourself or arrange someone else to do it for you. Notify me in writing if you intend to repair or replace the damaged items, or</p> <p>b. Return a copy of this letter to the Local Housing Office at the address above with a money order or cashier's check payable to "U.S. Coast Guard" for <u>\$(insert amount)</u>, or</p> <p>c. Return a copy of this letter to the Local Housing Office at the address above with a copy of the Pay Adjustment Authorization (PAA) for a voluntary deduction from your pay (enclosure (2)). See your Personnel Reporting Unit (PERSRU) for counseling about this option. If you choose a voluntary PAA, endorse the enclosed PAA and send it to the Local Housing Office within 30 days.</p> <p>3. You may request I reconsider my decision. Supply any information not previously available that will help support your request. If you have no further information but disagree with my decision, you may request review of my decision by the Area Housing Authority having cognizance over the damaged quarters. You may also request the MLC Claims and Litigation</p>		

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Recouping Funds for Damages, Continued

Sample debt collection letter

11101

Subj: DEMAND FOR PAYMENT FOR DAMAGE TO QUARTERS

Branch (MLC____(lc)), as settlement authority, to waive your debt or compromise it to a reduced amount. Send any request for reconsideration, review, waiver, or compromise via your chain-of-command and me.

4. You must respond to this letter within 30 days from receipt date with an offer to repair or repay, a request for my reconsideration, a request for the Area Housing Authority to review my decision, or a request to waiver or compromise your debt to a reduced amount. If you fail to respond within 30 days, I will initiate an involuntary pay deduction to reimburse the Coast Guard Housing Program for damages for which you are liable.

5. The Human Resources Services & Information Center (HRSIC) will determine the monthly rate of liquidation in accordance with reference (c), Chapter 11. Reference (d), Article 8-F-5 remission debt provisions apply to enlisted members only.

LHO
By direction

Encl (1) Inspection Report
: (2) Voluntary PAA (DD-139)

Note: For Other Than Active Duty Coast Guard Members:

- Use paragraphs “1”, “2”, “2.a.”, and “2.b.”;
- Omit paragraphs “2.c.”, “4”, “5”;
- Instead of paragraph 3, substitute: “If you fail to repair all the damages or repay the Coast Guard in full, this matter will be forwarded to the claims settlement authority for further collection actions.”
- Omit Enclosure (2).

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Recouping Funds for Damages, Continued

Sample voluntary PAA

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
					USCG	
PAY GRADE NO.	LAST PAY RECORD EXAMINED (If applicable)	AMOUNT	APPROPRIATION DATA			
		143.00	2/P/A01/299/1B/0/5C/DDDDD/4202			
FROM Local Housing Officer, USCG Group			NAME OF ACCOUNTABLE D. O.			
			SYMBOL NO.		G. A. O. EXCEPTION CODE	
TO [Commanding Officer (dc) USCG Human Resources and Information Center 444 S.E. Quincy St. Topeka, KS 66683-3591]			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
1. Check member's pay in the amount of \$143.00 for damage caused to Government-owned housing located at: _____.						
2. Point of contact: Local Housing Officer Ph: _____						
3. I voluntarily agree to have my pay checked in the amount of \$_____ to liquidate my liability for damage to Government-owned quarters. I request the amount of \$_____ be liquidated over a reasonable period of time.						
MEMBER'S FULL SIGNATURE						
4. All funds recouped as a result of this action to be credited to account noted above.						
Appropriation Codes: A = The last digit of the fiscal year which you want the funds to be returned. B = 1 - If the occupant is an officer 2 - If the occupant is enlisted C = The second digit of your program element D = Housing site cost center or 78656 for UPH						
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.						
FROM LHO, Group			CERTIFYING OFFICER (name rank/grade, and signature) LHO, Group			
CERTIFICATE	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record, (If adjustment has not been entered, give explanation on reverse over D. O.'s Signature and symbol number.)			TYPED NAME AND GRADE OF D. O.		
	TO [Local Housing Officer, USCG Group]			D. O. SYMBOL NO.		
				DATE		
			SIGNATURE			

DD FORM 139
1 MAY 53

REPLACES DD FORM 118, 1 OCT 49, DD FORM 139, 1 JAN 49, NAV. S. AND A. FORMS 540, 541, AND 542, NAVMC 698-SD AND NAVMC 819-SD. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

FORM APPROVED BY COMP. GEN., U. S.
APRIL 23, 1953

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Recouping Funds for Damages, Continued

Sample damage payment rapidraft to FINCEN

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3883 (Rev. 4-80)	RAPIDRAFT LETTER	MAY BE TYPED OR HANDWRITTEN
<p style="text-align: center;">INSTRUCTIONS</p> <p>ORIGINATOR - Use for routine correspondence not requiring action, review, or comment by officers in the chain of command, other government agencies or civilian commercial firms. Send original and copy to addressee. Retain copy for file.</p> <p>ADDRESSEE - Reply hereon, returning original to originator. Retain copy for file.</p>		
<p>TO:</p> <ul style="list-style-type: none"> • Commanding Officer (OGR) • U.S. Coast Guard Finance Center • P.O. Box 4118 • 1430A Kristina Way • Chesapeake, VA 23326-1000 	<p>STAFF SYMBOL/SSIC</p> <p>11101</p>	<p>DATE</p>
<p>Subj: OWNED HOUSING DAMAGE PAYMENT</p> <p>1. The enclosed cashier's check was received from _____ in response to my letter 11101 dated _____ for damage caused to Government-owned housing located at _____.</p> <p>2. The account to be credited for this damage payment is: 2/P/601/299/12/0/5*/_____/4202.</p> <p>3. Please contact me at the number above if you have any questions about this matter.</p> <p style="text-align: right;">LHO By direction</p> <p>Encl: (1) Cashier's check (see note) (2) Demand for payment letter</p> <p>Note: Mail original check with copy of this Rapidraft and enclosures to: U.S. Coast Guard Attn: Others P.O. Box 640626 Pittsburgh, PA 15264-0626</p>		
<p>FROM:</p> <ul style="list-style-type: none"> • Commander • USCG Group _____ • _____ • _____ <p style="text-align: right;">DO NOT USE FOR CLASSIFIED CORRESPONDENCE</p> <p style="text-align: right;"><small>PREVIOUS EDITION MAY BE USED SN 7530-00-F01-5310</small></p>		

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Recouping Funds for Damages, Continued

Sample involuntary PAA

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
					USCG		
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)	AMOUNT	APPROPRIATION DATA				
		143.00	2/P/A01/299/1B/0/5C/DDDDD/4202				
FROM Local Housing Officer, USCG Group			NAME OF ACCOUNTABLE D. O.				
			SYMBOL NO.		G. A. O. EXCEPTION CODE		
TO [Commanding Officer (dc) USCG Human Resources and Information Center 444 S.E. Quincy St. Topeka, KS 66683-3591]			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE				
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
1. Check member's pay in the amount of \$143.00 for damage caused to Government-owned housing located at: _____ 2. Point of contact: Local Housing Officer Ph: _____ 3. This is an involuntary pay adjustment authorization to liquidate liability for damage to Government-owned quarters. The member was given due process and failed to respond to the demand for payment letter. 4. All funds recouped as a result of this action to be credited to account noted above.							
Appropriation Codes: A = The last digit of the fiscal year which you want the funds to be returned. B = 1 - If the occupant is an officer 2 - If the occupant is enlisted C = The second digit of your program element D = Housing site cost center or 78656 for UPH							
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.							
FROM LHO, Group			CERTIFYING OFFICER (name rank/grade, and signature) LHO, Group				
CERTIFICATE	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record, (If adjustment has not been entered, give explanation on reverse over D. O.'s Signature and symbol number.)					TYPED NAME AND GRADE OF D. O.	
	TO [Local Housing Officer, USCG Group]					D. O. SYMBOL NO.	DATE
	[]					SIGNATURE	

DD FORM 1 MAY 53 139

REPLACES DD FORM 118, 1 OCT 49, DD FORM 139, 1 JAN 49, NAV. S. AND A. FORMS 540, 541, AND 542, NAVMC 698-SD AND NAVMC 819-SD. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

FORM APPROVED BY COMP. GEN., U. S. APRIL 23, 1953

DETAILED SALES/RENTAL LISTING For use of this form, see AR 210-50; the proponent agency is OACSIM						DATE LISTED		
HOUSE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	APARTMENT <input type="checkbox"/> SALE <input type="checkbox"/> RENT	TRAILOR OR SPACE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	LEASE REQ <input type="checkbox"/> YES <input type="checkbox"/> NO	CHILDREN <input type="checkbox"/> YES <input type="checkbox"/> NO	GROUP/SHARE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	PETS <input type="checkbox"/> YES <input type="checkbox"/> NO	APT HOUSE NO. OF UNIT	
FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO	AGE OF UNIT _____ YRS	DIST FROM INSTALLATION _____ MILES _____ TIME		<input type="checkbox"/> DETACHED <input type="checkbox"/> SEMI DETACHED <input type="checkbox"/> ROW <input type="checkbox"/> ONE STORY <input type="checkbox"/> TWO STORY <input type="checkbox"/> SPLIT LEVEL <input type="checkbox"/> MULTISTORY		<input type="checkbox"/> BRICK <input type="checkbox"/> FRAME <input type="checkbox"/> SHINGLE <input type="checkbox"/> STONE <input type="checkbox"/> STUCCO		
<input type="checkbox"/> LIVING ROOM <input type="checkbox"/> FIRE PLACE	<input type="checkbox"/> DINING ROOM <input type="checkbox"/> DINING AREA	FAMILY ROOM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FIREPLACE		DEN <input type="checkbox"/> YES <input type="checkbox"/> NO	BEDROOM NO. & SIZE		BATH <input type="checkbox"/> ½ <input type="checkbox"/> FULL	<input type="checkbox"/> BASEMENT <input type="checkbox"/> REC ROOM <input type="checkbox"/> UTILITY ROOM
KITCHEN <input type="checkbox"/> DISHWASHER <input type="checkbox"/> STOVE <input type="checkbox"/> DISPOSAL <input type="checkbox"/> REFRIG		<input type="checkbox"/> WASHER <input type="checkbox"/> CONNECTION <input type="checkbox"/> DRYER <input type="checkbox"/> CONNECTION		<input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> OFF STREET PARKING <input type="checkbox"/> YARD <input type="checkbox"/> FENCED		<input type="checkbox"/> PORCH <input type="checkbox"/> POOL <input type="checkbox"/> PATIO ACCESS FOR HANDICAPPED		
HEAT <input type="checkbox"/> OIL <input type="checkbox"/> GAS <input type="checkbox"/> ELEC	AIR COND <input type="checkbox"/> CENTRAL <input type="checkbox"/> WINDOW <input type="checkbox"/> EVP CLR	UTILITIES PAID BY <input type="checkbox"/> LANDLORD <input type="checkbox"/> TENANT	SALE PRICE \$ _____	RENTAL PRICE EFF \$ _____ 1 BR: \$ ____ 2 br: \$ ____ 3 BR: \$ ____ 4 BR: \$ ____		SECURITY DEPOSIT <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ ____	MILITARY CLAUSE <input type="checkbox"/> YES <input type="checkbox"/> NO	
REMARKS						LOAN INFORMATION <input type="checkbox"/> VA INTEREST _____% <input type="checkbox"/> FHA MO. Payment \$ _____ <input type="checkbox"/> CONV Loan bal \$ _____		
NAME OF CONTACT				<input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> MANAGER		PHONE OFFICE _____ HOME _____		
ADDRESS OF FACILITY				DATE AVAILABLE		LAST CHRRSO AVAILABILITY CHECK		

QUARTERS CONDITION INSPECTION REPORT				LEGEND																	
				<input checked="" type="checkbox"/>	REPAIR FAIR WEAR AND TEAR	<input checked="" type="checkbox"/>	REPAIR REIMBURSABLE														
				0	OCCUPANT CLEAN/REPAIR	●	ACCEPTED AT REINSPECTION														
NAME OF OCCUPANT (LAST, FIRST, MIDDLE INITIAL)				GRADE				ADDRESS/QUARTERS NUMBER													
ITEM				BEDROOM								HALL		LIVING ROOM		DINING ROOM		GARAGE/ CARPORT		BREEZE WAY	
				NO. 1		NO. 2		NO. 3		NO. 4											
FLOOR																					
WALLS																					
CEILING																					
DOOR																					
WINDOWS																					
BLINDS/SHADES																					
LIGHT FIXTURE																					
LIGHT SWITCH																					
ELECTRICAL OUTLETS																					
CLOSET																					
CLOSET DOOR																					
FIREPLACE																					
SMOKE DETECTOR																					
ITEM		BATHROOM				ITEM				KITCHEN		UTILITY ROOM		FURNACE ROOM		ITEM				HOUSE EXTERIOR	
		LARGE		SMALL																	
FLOOR						FLOOR										WALLS					
WALLS						WALLS										ROOF					
CEILING						CEILING										TV ANTENNA					
DOOR						DOOR										EXTERIOR PAINT					
WINDOWS						WINDOWS										SCREENS					
BLINDS/SHADES						BLINDS/SHADES										HOSE BIBS					
LIGHT FIXTURE						LIGHT FIXTURE										GAS REGULATOR					
LIGHT SWITCHES						LIGHT SWITCH															
ELECTRICAL OUTLETS						ELECTRICAL OUTLETS															
CEILING HEATER						SINK AND CABINET										ITEM		GROUNDS			
LAVATORY AND CABINET						GARBAGE DISPOSAL															
TOWEL BARS						CABINETS															
MEDICINE CABINET						DISH WASHER										LAWN					
SOAP DISH						REFRIGERATOR										LAWN EDGE					
TOILET						STOVE										SHRUBS					
PAPER HOLDER						VENT HOOD										TREES					
BATHTUB						DOOR CHIMES										CULTIVATION					
TOOTHBRUSH HOLDER						CIRCUIT BREAKER										SPRINKLER SYSTEM					
BATHTUB ENCLOSURE						WASHER										DRIVEWAY					
SHOWER STALL						WATER VALVES										WALKS					
VALVES AND HEAD						WATER HEATER										FENCE					
SHOWER TOWEL BAR						DRYER										PATIO SLAB					
SHOWER SOAP DISH						FURNACE															
SHOWER DOOR						FILTER															

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4894 (Rev. 6-76)		OFF-BASE HOUSING APPLICATION			
NAME OF APPLICANT (last, First, MI)				GRADE RATE	DATE
DUTY STATION ADDRESS		PRESENT ADDRESS (Include Zip Code)		TELEPHONE NUMBER	
				OFFICE	HOME
TYPE OF FACILITY DESIRED ("X" Applicable Boxes)		NO. OF BEDROOMS		PRICE RANGE	
<input type="checkbox"/> HOUSE/PURCHASE <input type="checkbox"/> SUBLET <input type="checkbox"/> HOUSE/RENT <input type="checkbox"/> TRANSIENT <input type="checkbox"/> APARTMENT <input type="checkbox"/> TRAILER COURT <input type="checkbox"/> ROOM <input type="checkbox"/> FURNISHED <input type="checkbox"/> ROOM AND BOARD <input type="checkbox"/> UNFURNISHED <input type="checkbox"/> SHARE		NO. OF BATHS		SALES PRICE	RENTAL PRICE
LOCATION PREFERENCE	NO. DEPENDENTS	CHILDREN		PETS (If Yes Specify Type)	
		BOYS (Ages)	GIRLS (Ages)	<input type="checkbox"/> Y _____ <input type="checkbox"/> N	
REMARKS					
LISTINGS OFFERED					

PREVIOUS EDITION IS OBSOLETE

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552A (e) (3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD

1. AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF THE INFORMATION:
14 USC 632 (OWNED)/14 USC 475(a) (LEASED).
2. PRINCIPAL PURPOSE(S) FOR WHICH INFORMATION IS INTENDED TO BE USED: TO GUARANTEE HOUSING REFERRAL OFFICE ASSISTANCE TO YOU IN LOCATING AND OBTAINING ADEQUATE FAMILY HOUSING OR BACHELOR HOUSING.
3. THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION: PORTIONS OF THE DATA YOU FURNISH WILL, ON OCCASION, BE DISSEMINATED, SELDOM BY NAME, TO PROSPECTIVE LANDLORDS, PROPERTY OWNERS, APARTMENT RENTAL MANAGERS, ETC., IN THE COURSE OF OUR EFFORTS TO HELP YOU SECURE ADEQUATE HOUSING IN THE VICINITY OF YOUR NEW DUTY STATION.
4. WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (REQUIRED BY LAW OR OPTIONAL) AND THE EFFECTS ON THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT WITHOUT DISCLOSURE THE INDIVIDUAL MAY BE DENIED HOUSING REFERRAL OFFICE ASSISTANCE IN HIS QUEST FOR ADEQUATE AND SUITABLE HOUSING IN THE COMMUNITY WHICH WOULD OTHERWISE BE AVAILABLE.

Housing Discrimination Complaint

**U.S. Department of Housing
and Urban Development**
Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0011
(exp. 4/30/2001)

Please type or print this form

Public Reporting Burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Read this entire form and all the instructions carefully before completing. All questions should be answered. However, if you do not know the answer or if a question is not applicable, leave the question unanswered and fill out as much of the form as you can. Your complaint should be signed and dated. Where more than one individual or organization is filing the same complaint, and all information is the same, each additional individual or organization should complete boxes 1 and 7 of a separate complaint form and attach it to the original form. Complaints may be presented in person or mailed to the HUD State Office covering the State where the complaint arose (see list on back of form), or any local HUD Office, or to the Office of Fair Housing and Equal Opportunity, U.S. Department of HUD, Washington, D.C. 20410.

This section is for HUD use only.

Number	(Check the applicable box) <input type="checkbox"/> Referral & Agency (specify) <input type="checkbox"/> Systemic <input type="checkbox"/> Military Referral	Jurisdiction <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Info	Signature of HUD personnel who established Jurisdiction
Filing Date			

1. Name of Aggrieved Person or Organization (last name, first name, middle initial) (Mr.,Mrs.,Miss,Ms.)	Home Phone	Business Phone
---	------------	----------------

Street Address (city, county, State & zip code)

2. Against Whom is this complaint being filed? (last name, first name, middle initial)	Phone Number
--	--------------

Street Address (city, county, State & zip code)

Check the applicable box or boxes which describe(s) the party named above:

☐ **Builder** ☐ **Owner** ☐ **Broker** ☐ **Salesperson** ☐ **Supt. or Manager** ☐ **Bank or Other Lender** ☐ **Other**

If you named an individual above who appeared to be acting for a company in this case, check this box ☐ and write the name and address of the company in this space:

Name:	Address
-------	---------

Name and identify others (if any) you believe violated the law in this case:

3. What did the person you are complaining against do? Check all that apply and give the most recent date these act(s) occurred in block No. 6a below.

<input type="checkbox"/> Refuse to rent, sell, or deal with you	<input type="checkbox"/> Falsely deny housing was available	<input type="checkbox"/> Engage in blockbusting	<input type="checkbox"/> Discriminate in broker's services
<input type="checkbox"/> Discriminate in the conditions or terms of sale, rental occupancy, or in services or facilities	<input type="checkbox"/> Advertise in a discriminatory way	<input type="checkbox"/> Discriminate in financing	<input type="checkbox"/> Intimidated, interfered, or coerced you to keep you from the full benefit of the Federal Fair Housing Law
<input type="checkbox"/> Other (explain)			

4. Do you believe that you were discriminated against because of your race, color, religion, sex, handicap, the presence of children under 18, or a pregnant female in the family or your national origin? Check all that apply.

<input type="checkbox"/> Race or Color <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other	<input type="checkbox"/> Religion (specify)	<input type="checkbox"/> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Handicap <input type="checkbox"/> Physical <input type="checkbox"/> Mental	<input type="checkbox"/> Familial Status <input type="checkbox"/> Presence of children under 18 in the family <input type="checkbox"/> Pregnant female	<input type="checkbox"/> National Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other (specify)
---	--	---	--	---	--

5. What kind of house or property was involved? <input type="checkbox"/> Single-family house <input type="checkbox"/> A house or building for 2, 3, or 4 families <input type="checkbox"/> A building for 5 families or more <input type="checkbox"/> Other, including vacant land held for residential use (explain)	Did the owner live there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is the house or property <input type="checkbox"/> Being sold? <input type="checkbox"/> Being rented?	What is the address of the house or property? (street, city, county, State & zip code)
---	--	--	---

6. Summarize in your own words what happened. Use this space for a brief and concise statement of the facts. Additional details may be submitted on an attachment. Note: HUD will furnish a copy of the complaint to the person or organization against whom the complaint is made.	6a. When did the act(s) checked in Item 3 occur? (Include the most recent date if several dates are involved)
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7. I declare under penalty of perjury that I have read this complaint (including any attachments) and that it is true and correct.	Signature & Date
--	------------------

What Does the Fair Housing Amendments Act of 1988 Provide?

The Fair Housing Act declares that it is national policy to provide fair housing throughout the United States and prohibits eight specific kinds of discriminatory acts regarding housing if the discrimination is based on race, color, religion, sex, handicap, familial status or national origin.

1. Refusal to sell or rent or otherwise deal with a person.
2. Discriminating in the conditions or terms of sale, rental, or occupancy.
3. Falsely denying housing is available.
4. "Blockbusting"—causing person(s) to sell or rent by telling them that members of a minority group are moving into the area.
6. Discrimination in financing housing by a bank, savings and loan association, or other business.
7. Denial of membership or participation in brokerage, multiple listing, or other real estate services.
8. Interference, coercion, threats or intimidation to keep a person from obtaining the full benefits of the Federal Fair Housing Law and/or filing a complaint.

What Does the Law Exempt?

The first three acts listed above do not apply (1) to any single family house where the owner in certain circumstances does not seek to rent or sell it through the use of a broker or through discriminatory advertising, nor (2) to units in houses for two-to-four families if the owner lives in one of the units.

What Can You Do About Violations of the Law?

Remember, the Fair Housing Act applies to discrimination based on race, color, religion, sex, handicap, familial status, or national origin. If you believe you have been or are about to be, discriminated against or otherwise harmed by the kinds of discriminatory acts which are prohibited by law, you have a right, within 1 year after the discrimination occurred to:

1. **Complain to the Secretary of HUD** by filing this form by mail or in person. HUD will investigate. If it finds the complaint is covered by the law and is justified, it will try to end the discrimination by conciliation. If conciliation fails, other steps will be taken to enforce the law. In cases where State or local laws give the same rights as the Federal Fair Housing Law, HUD must first ask the State or local agency to try to resolve the problem.
2. **Go directly to Court** even if you have not filed a complaint with the Secretary. The Court may sometimes be able to give quicker, more effective, relief than conciliation can provide and may also, in certain cases, appoint an attorney for you (without cost).

You Should Also Report All Information about violations of the Fair Housing Act to HUD even though you don't intend to complain or go to court yourself.

Additional Details. If you wish to explain in detail in an attachment what happened, you should consider the following:

1. If you feel that others were treated differently from you, please explain the facts and circumstances.
2. If there were witnesses or others who know what happened, give their names, addresses, and telephone numbers.
3. If you have made this complaint to other government agencies or to the courts, state when and where and explain what happened.

Racial/Ethnic Categories

1. **White (Non Hispanic)**—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black (Non Hispanic)**—A person having origins in any of the black racial groups of Africa.
3. **Hispanic**—A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
4. **American Indian or Alaskan Native**—A person having origins in any of the original peoples of North America, and who maintains, cultural identification through tribal affiliation or community recognition.

5. **Asian or Pacific Islander**—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

You can obtain assistance (a) in learning about the Fair Housing Act, or (b) in filing a complaint at the HUD Regional Offices listed below:

New England - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

HUD - Fair Housing and Equal Opportunity (FHEO)
Boston Federal Office Building, 10 Causeway Street
Boston, Massachusetts 02222-1092

New York / New Jersey

HUD - Fair Housing and Equal Opportunity (FHEO)
26 Federal Plaza
New York, New York 10278-0068

Mid-Atlantic—Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

HUD - Fair Housing and Equal Opportunity (FHEO)
The Wanamaker Bldg., 100 Penn Sq. East
Philadelphia, Pennsylvania 19107-3380

Southeast/Caribbean—Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, Virgin Islands
HUD - Fair Housing and Equal Opportunity (FHEO)
Richard B. Russell Federal Building, 75 Spring Street, S.W.
Atlanta, Georgia 30303-3388

Midwest—Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

HUD - Fair Housing and Equal Opportunity (FHEO)
Ralph H. Metcalfe Federal Building, 77 West Jackson Blvd.
Chicago, Illinois 60604-3507

Southwest—Arkansas, Louisiana, New Mexico, Oklahoma, Texas

HUD - Fair Housing and Equal Opportunity (FHEO)
1600 Throckmorton, P.O. Box 2905
Forth Worth, Texas 76113-2905

Great Plains—Iowa, Kansas, Missouri, Nebraska

HUD - Fair Housing and Equal Opportunity (FHEO)
Gateway Tower II, 400 State Avenue
Kansas City, Kansas 66101-2406

Rocky Mountains—Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

HUD - Fair Housing and Equal Opportunity (FHEO)
Executive Tower Building, 1405 Curtis Street
Denver, Colorado 80202-2349

Pacific/Hawaii—Arizona, California, Hawaii, Nevada, Guam, American Samoa

HUD - Fair Housing and Equal Opportunity (FHEO)
450 Golden Gate Avenue
San Francisco, California 94102-3448

Northwest/Alaska—Alaska, Idaho, Oregon, Washington

HUD - Fair Housing and Equal Opportunity (FHEO)
Suite 200 Seattle Federal Building, 909 1st Ave.
Seattle, Washington 98104-1000

Privacy Act of 1974 (P.L. 93-579)

Authority: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430).

Purpose: The information requested on this form is to be used to investigate and to process housing discrimination complaints.

Use: The information may be disclosed to the United States Department of Justice for its use in the filing of pattern or practice suits of housing discrimination or the prosecution of the person who committed the discrimination where violence is involved; and to state or local fair housing agencies which administer substantially equivalent fair housing laws for complaint processing.

Penalty: Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.

For further information call the Toll-free Fair Housing Complaint Hotline 1-800-669-9777.
Hearing Impaired persons may call (TDD) 1-800-927-9275.

Previous edition, dated, 11/92, **may not** be used;
other editions may be used until stock is exhausted.

form **HUD-903** (1/93)
ref Handbook 8024.1

APPLICATION FOR HOMEOWNERS ASSISTANCE

IF: You are or were a servicemember, a Federal employee, a member of the Coast Guard, or a U.S. citizen employee of a nonappropriated fund instrumentality serving at or near a military installation which has been ordered to be closed in whole or in part, or has been closed to reduce the scope of operations;

AND: You own or owned your home near that installation;

AND: You will be or have been obliged to move away to obtain new work, are reassigned to another area, or are involuntarily unemployed;

You may be entitled to benefits under the Department of Defense Homeowners Assistance Program. For details on how you may qualify, see below.

THE LAW

Public Law 89-754, Section 1013, as amended, authorizes the Secretary of Defense to provide financial help to eligible homeowners serving or employed at or near military installations which were ordered closed or partially closed, realigned or were ordered to reduce the scope of operations. The Department of the Army acts as executive agent for DoD in administering the program for all military departments. Before the benefits can be paid, certain conditions must be met.

CONDITIONS

The Base Closure or Reduction Action.

There must be a decline in the market value of your home which can reasonably be shown to have been caused by the closure.

The Homeowner.

There are several circumstances which may qualify you to benefit from the Homeowners Assistance Program. As a servicemember, Federal employee (other than a temporary employee serving under a time limitation), member of the Coast Guard, or U.S. citizen employee of a nonappropriated fund instrumentality, you may qualify if your service assignment or your job is ended as a result of the closure or reduction.

Benefits may also be available to eligible personnel on permanent change of station moves during the period of continued market impact. Payment may not duplicate any payment received under any other law. Benefits under the program are not available to personnel of contractors.

Service Requirements.

You must have served at or have been employed at or near the installation when the closure or reduction was announced; OR

You must have transferred from the installation (or had your employment ended as a result of reduction-in-force) within the six months prior to the announcement; OR

Be serving overseas as a Federal employee, with existing reemployment rights at the time of the announcement.

Service Requirements. *(Continued)*

You must have transferred from the installation on an oversea tour within three years prior to the announcement.

At the time of the announcement, transfer or job termination, you must have been the owner-occupant of the dwelling (or have left it after being ordered into on-post housing during the six months before the announcement).

The Dwelling.

Your residence must be a one- or two-family dwelling which you both owned and occupied at the time of the announcement, transfer or termination of employment. In general, a trailer or mobile home will not qualify unless demounted and permanently affixed to land which is owned or held under a long (27.5 years) lease.

The Local Real Estate Market.

The law permits benefits if your property has decreased in value because of the announced closure or reduction so that it cannot be sold on "reasonable terms." Local market conditions and causal relationships between a base closure or reduction action and reduced home market values will be determined by the Government.

Finally, to qualify, you **MUST**:

Relocate beyond a normal commuting distance from the dwelling for which assistance is sought; OR

Be unemployed involuntarily and able to demonstrate such financial hardship that you are unable to meet your mortgage payments and related expenses.

BENEFITS

There are three ways you can be assisted. The decision of which method you use is up to you.

NOTE: You cannot receive benefits and continue to own your home.

You may choose:

(1) To take a cash payment to cover part of your losses resulting from a private sale of the dwelling; or

(2) To sell your house to the Government; or

(3) To be paid losses incurred as a result of the foreclosure of a mortgage on the dwelling.

Cash Payment.

If you have sold your dwelling, the amount to be paid to you cannot be more than the difference between (a) 95 percent of the fair market value of the property before the announcement; and (b) the market value at the time of the sale.

Example: A house had a market value of \$100,000 before the announcement. Ninety-five percent of that is \$95,000. If you sold the house for \$93,000 and that sum is accepted as the market value as of the time of sale, you will be paid \$2,000 (the difference between the value at the time of sale and 95 percent of the value before the announcement).

If there is a Federally insured or guaranteed mortgage on the property, a cash payment will not be made unless (a) the mortgage debt is paid off before or at the time the Homeowners Assistance Program payment is made; or (b) the mortgage is assumed by a purchaser satisfactory to the Federal agency insuring the mortgage.

Selling to the Government.

If you still own your dwelling and choose to sell it to the Government after having made a reasonable effort to sell the property, the amount to be paid to you cannot be more than 75 percent of the market value of the property before the announcement less the amount of outstanding mortgage balances, which the Government will pay or assume. If the outstanding mortgage balances are greater than 75 percent of the prior market value, the Government will take over your property and pay off or assume your mortgage liabilities but will not give you any cash payment.

Foreclosure.

If the lenders have foreclosed on the property, you may be reimbursed for amounts you paid out as a result of the foreclosure. This payment may include direct costs of foreclosure and expenses and liabilities enforceable under the terms of the loan agreement for the house. If these debts have not yet been paid, the Government may pay them on your behalf. This remedy is seldom used because of the availability of other remedies.

HOW TO APPLY

Attached to this instruction sheet is an Application for Homeowners Assistance. If you believe that you qualify for such assistance, read the application over carefully and answer completely each part which applies to you.

Please type or print, limiting each entry to the space provided. If there is not enough space for your answer, use the "Remarks" section on Page 4 of the form. Repeat the item number and give the additional information. If a date is required, enter year, month, and day (for example: June 1, 1999 would be 19990601).

Your application must be reviewed by a department personnel office, military or civilian, for verification of your service or employment records and mailed to the appropriate office of the U.S. Army Corps of Engineers which administers the program on behalf of the Secretary of Defense.

The Corps of Engineers Office will notify you when your application is received.

APPLICATION FOR HOMEOWNERS ASSISTANCE (Read Privacy Act Statement and Instructions before completing form.)				REPORT CONTROL SYMBOL DD-A&T(AR)1154	
PRIVACY ACT STATEMENT					
AUTHORITY: Public Law 89-754 Section 1013 and Executive Order 9397.					
PRINCIPAL PURPOSE(S): To determine eligibility for and process an applicant's request for Homeowners Assistance					
ROUTINE USE(S): None					
DISCLOSURE: Voluntary; however, failure to furnish requested information will hinder our verification of your employment and homeowner information and may result in delay or denial of benefits provided under this law.					
SECTION I – QUALIFICATION <i>(To be completed by Applicant)</i>					
1. NAME <i>(Last, First, Middle Initial)</i>			2. SOCIAL SECURITY NUMBER		3. GRADE/RANK
4. PRESENT MAILING ADDRESS					
a. STREET <i>(Include apartment number)</i>			b. CITY		c. STATE d. ZIP CODE
5. HOME TELEPHONE NUMBER <i>(Include area code)</i>		6. WORK TELEPHONE NUMBER <i>(Include area code)</i>			
		a. COMMERCIAL		b. DSN	
7. INSTALLATION OR ACTIVITY ANNOUNCED FOR CLOSURE OR REDUCTION IN SCOPE OF OPERATIONS				8. DATE OF CLOSURE OR REDUCTION ANNOUNCEMENT (YYYYMMDD)	
9. EMPLOYMENT OR SERVICE AT INSTALLATION NAMED IN ITEM 7.					
a. UNIT IN WHICH EMPLOYED OR ASSIGNED		b. <i>(X if applicable)</i>	c. BRANCH OF SERVICE <i>(X one)</i>		
		<input type="checkbox"/> CSRS	<input type="checkbox"/> ARMY	<input type="checkbox"/> MARINE CORPS	
		<input type="checkbox"/> FERS	<input type="checkbox"/> NAVY	<input type="checkbox"/> COAST GUARD	
		<input type="checkbox"/> NAFI	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> OTHER <i>(Specify)</i>	
d. STARTING DATE (YYYYMMDD)	e. TYPE OF APPOINTMENT		f. ENDING DATE (YYYYMMDD)		g. NATURE OF SEPARATION
10. REASON FOR DESIRING ASSISTANCE <i>(Complete 10.a. if Civilian, 10.b. if Military)</i>					
a. CIVILIAN <i>(X and complete as applicable)</i>					
(1) ACCEPTED FEDERAL TRANSFER					
(a) TO <i>(Name of Installation)</i>		(b) DATE (YYYYMMDD)	(c) LOCATION OF INSTALLATION <i>(City and State or County)</i>		
(2) ACCEPTED OTHER EMPLOYMENT					
(a) AT <i>(Name of Subsequent Employer)</i>		(b) DATE (YYYYMMDD)	(c) LOCATION OF EMPLOYMENT <i>(City and State or County)</i>		
(3) TRANSFERRED FOR UNACCOMPANIED OVERSEAS TOUR ON (YYYYMMDD)					
(4) UNEMPLOYED <i>(Furnish unemployment dates only when application is based on financial hardship due to your inability to be employed in the area of the closed/reduced installation. Attach statement on why employment is not available or has not been accepted; also state amount and frequency of all income, nature and amount of debts, number and amount of installment payments (including mortgage) in arrears, and any other information providing evidence of financial hardship.)</i>				(a) UNEMPLOYED FROM (YYYYMMDD)	
				(b) TO (YYYYMMDD)	
b. MILITARY <i>(X and complete as applicable)</i>					
(1) TRANSFERRED TO: (a) NAME OF INSTALLATION				(b) DATE (YYYYMMDD)	
(2) TRANSFERRED FOR OVERSEAS TOUR ON (YYYYMMDD)					
(3) ORDERED INTO ON-POST QUARTERS ON (YYYYMMDD)					
(4) RETIRED OR SEPARATED ON (YYYYMMDD)					

SECTION II – PROPERTY FOR WHICH ASSISTANCE IS SOUGHT <i>(To be completed by Applicant)</i>									
Complete this section and attach any other information which would be useful in determining fair market value. If SOLD, provide evidence of sale, including sale price. If FORECLOSED or in process of foreclosure, provide a statement of obligations ensuing from foreclosure. Documents provided in evidence of purchase, sale, and foreclosure must be legible completed copies. THE DEPARTMENT OF DEFENSE WILL NOT BE RESPONSIBLE FOR SAFEKEEPING OR RETURN OF ORIGINAL DOCUMENTS.									
11 ADDRESS OF PROPERTY									
a. STREET			b. CITY		c. COUNTY		d. STATE		e. ZIP CODE
12. PERIOD OF OWNERSHIP/OCCUPANCY			13. IF MORTGAGED, WAS IT <i>(X)</i>			14. PRESENT STATUS <i>(X one)</i>			
a. FROM <i>(YYYYMMDD)</i>		b. TO <i>(YYYYMMDD)</i>		<input type="checkbox"/> FHA – INSURED <input type="checkbox"/> VA – GUARANTEED <input type="checkbox"/> OTHER		<input type="checkbox"/> OWNED BY YOU <i>(Complete item 20)</i> <input type="checkbox"/> SOLD <i>(Complete Item 21)</i> <input type="checkbox"/> FORECLOSED <i>(Complete Item 22)</i>			
15. DATE OF PURCHASE <i>(YYYYMMDD)</i>		16. PRICE		17. DEED IS RECORDED IN					
				a. VOLUME		b. PAGE		c. DEED RECORDS OF	
18. APPROXIMATE DISTANCE FROM RESIDENCE TO WORK		19. LIST MAJOR IMPROVEMENTS MADE BY YOU DURING YOUR OWNERSHIP <i>(Such as adding garage, finishing rooms, adding bathroom, or other improvements. Include cost and approximate date each was completed.)</i>							
20. IF DWELLING IS OWNED BY YOU: <i>(X and complete as applicable)</i>									
a. YOU STILL OCCUPY		c. PLAN TO SELL ON PRIVATE MARKET		(1) LEASED THROUGH <i>(YYYYMMDD)</i>			(2) AMOUNT PER MONTH		
b. VACANT		d. LEASED <i>(Attach copy of lease)</i>							
21. IF DWELLING WAS SOLD:									
a. SOLD TO					b. DATE SOLD <i>(or will close)</i> <i>(YYYYMMDD)</i>			c. SALE PRICE	
d. DEED RECORDED IN									
(1) VOLUME		(2) PAGE		(3) DEED RECORDS OF					
22. IF LIENHOLDER FORECLOSED ON PROPERTY:									
a. DATE FORECLOSURE COMMENCED <i>(YYYYMMDD)</i>		b. COMMENCED BY <i>(X)</i>					c. PROCEEDING STILL PENDING <i>(X)</i>		
		<input type="checkbox"/> VA		<input type="checkbox"/> BANK <i>(Name of Bank)</i>			<input type="checkbox"/> YES		
		<input type="checkbox"/> FHA					<input type="checkbox"/> NO		
d. NAME OF COURT				e. LOCATION OF COURT					
f. DATE OF FORECLOSURE SALE <i>(YYYYMMDD)</i>			g. AMOUNT OF FORECLOSURE SALE			h. AMOUNT OF ENFORCEABLE LIABILITIES AGAINST YOU			
23. IF YOU PLAN TO ASK THE GOVERNMENT TO PURCHASE YOUR DWELLING:									
a. MORTGAGES									
LENDER NAME a.		ADDRESS <i>(Street, City, State, ZIP Code)</i> b.			ORIGINAL AMOUNT c.		CURRENT BALANCE d.		DATE OF LOAN <i>(YYYYMMDD)</i> e.
1st									
2nd									
3rd									
4th									
f. DATE DWELLING WAS CONSTRUCTED <i>(YYYYMMDD)</i>		g. TO THE BEST OF YOUR KNOWLEDGE, DOES THE DWELLING CONTAIN ENVIRONMENTAL HAZARDS? <i>(Such as friable asbestos, lead-based paint, etc.)</i>							
		<input type="checkbox"/> YES <i>(Specify)</i>							
		<input type="checkbox"/> NO							

24. POINT OF CONTACT TO ALLOW GOVERNMENT CONTRACTORS TO GAIN ACCESS TO YOUR DWELLING (For Army Corps of Engineers' appraiser and inspector for environmental hazards)			
a. NAME (Last, First, Middle Initial)		b. HOME TELEPHONE (Include area code)	c. WORK TELEPHONE (Include area code)
d. ADDRESS			
(1) STREET (Include apartment number)		(2) CITY	(3) STATE
			(4) ZIP CODE
SECTION III – DECLARATION (To be completed by Applicant)			
CRIMINAL PENALTY FOR PRESENTING FRAUDULANT CLAIM OR MAKING FALSE STATEMENTS			
Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 62 Stat. 698, 749; 18 USC 287, 1001).			
CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM			
The applicant shall forfeit and pay to the United States the sum of not less than \$5,000 and not more than \$10,000 plus 3 times the amount of damages sustained by the United States (See 31 USC 3739)			
25. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED BY ME HEREIN AND ATTACHED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
a. I APPLY FOR HOMEOWNERS ASSISTANCE IN THE FOLLOWING CATEGORY: (X as applicable)			
	(1) FORECLOSURE RELIEF (For applicants whose homes have been foreclosed)		
	(2) REIMBURSEMENT FOR LOSS ON PRIVATE SALE (For applicants whose homes have been sold)		
	(3) GOVERNMENT ACQUISITION (X (a) or (b)) (For applicants who still own their homes) (Not available in foreign countries)		
	(a) SALE OF HOME TO GOVERNMENT FOR THE AMOUNT OF THE OUTSTANDING MORTGAGE(S).		
	(b) SALE OF HOME TO GOVERNMENT FOR 75% OF THE FAIR MARKET VALUE PRIOR TO THE ANNOUNCEMENT.		
b. SIGNATURE (To be used in all future correspondence)		c. DATE SIGNED (YYYYMMDD)	
SECTION IV – VERIFICATION OF EMPLOYMENT OR SERVICE (To be completed by Personnel Officer)			
26. REVIEW OF APPLICANT'S OFFICIAL PERSONNEL FOLDER INDICATES: (X and complete as applicable)			
	a. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM HAS BEEN VERIFIED AND IS CORRECT AS STATED.		
	b. THE EMPLOYMENT/SERVICE INFORMATION SHOWN ON THIS FORM IS NOT CORRECT. THE PERSONNEL FOLDER SHOWS THE FOLLOWING:		
27. PERSONNEL OFFICER			
a. NAME (Last, First, Middle Initial)		b. TITLE	
c. ADDRESS			
(1) STREET		(2) CITY	(3) STATE
			(4) ZIP CODE
d. SIGNATURE			e. DATE SIGNED (YYYYMMDD)

SECTION V – REMARKS *(To be completed as necessary. Reference each entry by item number.)*

Housing Requirement Analysis

Housing Dependency Planning Percentages

<u>Grade</u>	Percentages *	
	<u>With Dependent</u>	<u>Without Dependents</u>
O6	98.12	1.88
O5	96.22	3.78
O4	93.01	6.99
O3/O3E	84.15	15.85
O2/O2E	49.47	50.53
O1/O1E	28.90	71.10
W1-4	97.26	2.74
E9	98.04	1.96
E8	94.71	5.29
E7	94.98	5.02
E6	90.49	9.51
E5	83.73	16.27
E4	52.53	47.47
E1-3	22.28	77.72

* Percentages based on Coast Guard-wide averages as of October 1998.

Family Housing Requirement Analysis Example (per Art. 4.A.2.d.(2))

1.	Determine Personnel Allowance List (PAL) Numbers	5 E-7s, 20 E-5s,	12 E-6s, 50 E-4's	
2.	Multiply PAL Numbers by Percentages	5 X 94.98% 12 X 90.49% 20 X 83.73% 50 X 52.54%	= 4.75 = 10.86 = 16.75 = <u>26.27</u>	
3.	Determine Gross Housing Requirements by Adding the Products of Step 2		58.63	
4.	Multiply by Planning Factor (90% normally used)	58.63 X 90%	= 53	
5.	Determine Gross Bedroom Mix Requirement (usually 15%/30%/55% per ART 4.C.5.b.(2)(c))	53 X 15% 53 X 30% 53 X 55%	= 8 4-bdrms = 16 3-bdrms = 29 2-bdrms	
6.	Subtract Existing Adequate Owned and Leased Public Quarters by Bedroom	8 4s - 2 4s 16 3s - 6 3s 29 2s - 12 2s	= 6 4s = 10 3s = 17 2s	
7.	Subtract Public Quarters Approved or Under Construction by Bedroom	6 4s - 2 4s 10 3s - 0 3s 17 2s - 4 2s	= 4 4s = 10 3s = 13 2s	
8.	Subtract Existing Adequate Private Rental Housing, if Available Year-Round, by Bedroom	4 4s - 2 4s 10 3s - 4 3s 13 2s - 5 2s	= 2 4s = 6 3s = 8 2s	
9.	Subtract Existing Adequate Private Sales Housing, if Occupied by Military Personnel and Purchased in lieu of Renting Private Housing, or Occupying Public Quarters, by Bedroom	2 4s - 0 4s 6 3s - 1 3s 8 2s - 2 2s	= 2 4s = 5 3s = 6 2s	
		<u>RESULT</u> Plan for 13 units (2 4s, 5 3s, 6 2s)		

Family Housing Requirement Analysis Worksheet

Step	Process	Column 3 EXISTING OR <u>APPROVED</u>	Column 4 DEPENDENCY PLANNING <u>PERCENTAGES</u>	Column 5 GROSS <u>REQUIREMENT</u>
		#	X %	= <u>ANS</u>
1	Determine PAL Numbers (Fill in Column 3)	O6 _____	98.12	_____
		O5 _____	96.22	_____
		O4 _____	93.01	_____
		O3/O3E _____	84.15	_____
		O2/O2E _____	49.47	_____
2	Multiply PAL Numbers by Dependency Planning Percentages (Column 3 X Column 4 = Column 5)	O1/O1E _____	28.90	_____
		W1-4 _____	97.26	_____
		E9 _____	98.04	_____
		E8 _____	94.71	_____
		E7 _____	94.98	_____
		E6 _____	90.49	_____
		E5 _____	83.73	_____
		E4 _____	52.53	_____
3	Determine Gross Requirement (Total Column 5)	E1-3 _____	22.28	_____
		TOTAL (Gross Requirement) =		_____
4	Multiply by Planning Factor (usually 90%; Total from Column 5 X %)	_____ X _____% = _____		
5	Determine Gross Bedroom Mix (Result of Step 4 Times Planning Factors, usually 15/30/45%)	_____ X _____%	=	_____ 4 bdrms
		_____ X _____%	=	_____ 3 bdrms
		_____ X _____%	=	_____ 2 bdrms

(continued on next page)

Family Housing Requirement Analysis Worksheet (continued)

<u>Step</u>	<u>Process</u>						
6	Subtract Existing Adequate Owned and Leased Public Quarters from Result of Step 5	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
7	Subtract Public Quarters Approved or Under Contruction from Result of Step 6	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
8	Subtract Existing Adequate Private Rental Housing from Result of Step 7	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
9	Subtract Existing Adequate Private Sales Housing from Result of Step 8	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms

RESULT: Need _____ Total Units

_____ 4 bdrms, _____ 3 bdrms, _____ 2 bdrms

UPH Requirement Analysis Example (per SEC 9.D)

Normal UPH construction requirements are based on justified transient need (watchstander and student modules), including an OOD module, if required, and a male/female separation module. Permanent party modules are normally not authorized unless community-based housing is deemed unavailable, inadequate, or exorbitantly expensive. See ARTs 9.A.3 and 9.C.8.a.

<u>Position</u>	<u>Pay Grade</u>	<u>PAL</u>	<u>Without Depn %</u>	<u>UPH Need</u>	<u>Module Need</u>
Watchstanders (including Reserves and break-ins)				3	2
OOD				1	1
Male/Female Separation				1	1
Students				0	0
Permanent Party				0	0
Totals:				5	4

UPH Requirement Analysis Worksheet

Step	Process	Column 3	Column 4	Column 5
	Omit Steps 1-3 if Permanent Party Modules are not Authorized	<u>EXISTING OR APPROVED</u>	<u>DEPENDENCY PLANNING PERCENTAGES</u>	<u>GROSS REQUIREMENT</u>
		#	X	=
			%	<u>ANS</u>
1	Determine PAL Numbers (Fill in Column 3).	O6	1.88	_____
		O5	3.78	_____
		O4	6.99	_____
		O3/O3E	15.85	_____
		O2/O2E	50.53	_____
2	Multiply PAL Numbers by Dependency Planning Percentages (Column 3 X Column 4 = Column 5)	O1/O1E	71.10	_____
		W1-4	2.74	_____
		E9	1.96	_____
		E8	5.29	_____
		E7	5.02	_____
		E6	9.51	_____
		E5	16.27	_____
		E4	47.47	_____
3	Determine Gross Requirement (Total Column 5)	E1-3	77.72	_____
		Total 2-person module requirement		_____
		Total 1-person module requirement		_____
		Total 1-person suite requirement		_____
4	Determine 2-Person Modules	Enlisted		
		Watchstanders	_____ / 2	= _____
		Enlisted Students	_____ / 2	= _____
		Male/Female		
		Separation	1 / 1	= 1
		Total	_____	_____ Modules

(continued on next page)

UPH Requirement Analysis Worksheet (continued)

<u>Step</u>	<u>Process</u>	
5	Determine 1-Person Modules	<div style="display: flex; justify-content: space-between;"> <div>E4 - E6 personnel from Step 3</div> <div style="text-align: right;">_____ = _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>OOD Officer Watchstanders</div> <div style="text-align: right;">_____ = _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Officer Students</div> <div style="text-align: right;">_____ = _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Total</div> <div style="text-align: right;">_____ Modules</div> </div>
6	Determine Suite Modules	<div style="display: flex; justify-content: space-between;"> <div>Total E7 and above from Step 3</div> <div style="text-align: right;">_____ X 2 = _____ Modules</div> </div>
7	Add Totals from Steps 4, 5, and 6	<div style="display: flex; justify-content: space-between;"> <div>Step 4</div> <div style="text-align: right;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Step 5</div> <div style="text-align: right;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Step 6</div> <div style="text-align: right;">_____</div> </div>

RESULT:

Totals: Personnel _____ Modules

**SECTION 33 -- ESTIMATES RELATED TO SPECIFIC TYPES OF PROGRAMS AND
EXPENDITURES**

Table of Contents

Acquisition of Real Property, Construction, and Leases of Capital Assets

- 33.1 Construction and design of Federal facilities
- 33.2 Construction in flood plains
- 33.3 Construction of federally-owned housing
- 33.4 Leases of capital assets
- 33.5 Real property

Medical and Hospital Care

- 33.6 Hospital care
- 33.7 Inpatient care facilities and medical care services

Motor Vehicles and Aircraft

- 33.8 Aircraft
- 33.9 Motor vehicles

Estimates Relating to Other Types of Programs and Expenditures

- 33.10 Advisory committees and interagency groups
- 33.11 Benefit payments
- 33.12 Coastal Barrier Resources Act
- 33.13 Contractor claims
- 33.14 Credit programs
- 33.15 Foreign currencies
- 33.16 Mail
- 33.17 National security crosscut
- 33.18 Records storage
- 33.19 Remedial environmental projects
- 33.20 Space and related requirements
- 33.21 Systems acquisitions
- 33.22 Taxes and tax expenditures
- 33.23 Tort claims
- 33.24 Travel
- 33.25 Water and sewer payments to the District of Columbia

Summary of Changes

Requires agencies to ensure that electronic and information technology acquisitions meet the requirements of the Rehabilitation Act of 1973 with respect to accessibility for individuals with disabilities (section 33.21).

33.1 Construction and design of Federal facilities.

(a) Pollution control standards compliance.

Prepare your estimates in accordance with Executive Order 12088, which requires compliance with pollution control standards.

(b) Safe workplaces.

In your estimates for the design and construction of Federal facilities, capital investment, and the purchase of equipment, include the amounts required to ensure that existing facilities provide safe and healthful workplaces for Federal employees consistent with the standards promulgated under section 19 of the Occupational Safety and Health Act of 1970, the provisions of Executive Order No. 12196, and the related Safety and Health Provisions for Federal Employees of the Secretary of Labor (29 CFR, Chapter XVII, Part 1960).

(c) Structural barriers in Federal buildings.

Prepare your estimates for the construction and renovation of Federal facilities consistent with requirements of the Architectural Barriers Act of 1968 to eliminate structural barriers impeding the mobility of individuals with disabilities.

(d) Scientific laboratory facilities.

If your submission proposes additional or replacement scientific laboratory facilities, you must include evidence that your agency has reviewed the GSA inventory of Federal laboratories and indicate the reasons you want to acquire new space instead of using existing laboratories that have sufficient space available, according to the GSA inventory.

33.2 Construction in flood plains.

Under Executive Order Nos. 11988 and 11990, you must develop estimates for the construction of buildings, structures, roads, or other facilities -- whether financed directly by Federal funds or through grant, loan, or mortgage insurance programs -- that are based on land utilization plans that preclude the uneconomic, hazardous, or unnecessary use of flood plains or wetlands. Indicate whether the proposed activities will be located in a flood plain or wetland and, if so, whether the activities are in accordance with the Executive Orders.

33.3 Construction of federally-owned housing.

(a) General.

Make sure that your estimates for construction of family housing for civilian and military personnel (either rental housing or public quarters) are consistent with the guidelines provided below. These guidelines apply to construction of family housing (including conversions of structures for dwelling purposes), both within the continental United States and overseas, except for construction of military barracks. (OMB Circular No. A-45, "Policy Governing Charges for Rental Quarters and Related

Facilities,” provides additional guidance on standards applicable to construction of federally-owned housing.)

Do not include estimated funding for construction of housing for civilian employees, except where necessary to maintain continuity and efficiency of service. You should not include funding estimates for construction of family housing for civilian or military personnel if private capital can be found to do the financing. Unless OMB determines otherwise, you must justify your estimates for construction of housing under one or more of the following conditions:

- The construction is for *public quarters* (that is, where the law authorizes the provision of housing without charge, such as for military public quarters).
- The construction is necessary to meet *requirements for service or protection*.
- There is a *lack of available housing*.

Where seasonal demands of the agency's program or remoteness of the station would make housing and transportation costs together unreasonably high, and where such conditions jeopardize the agency's ability to maintain a qualified staff, you may submit a request for an exception to these guidelines.

(b) *Requirements of service or protection.*

You may justify construction of housing when the agency head determines that necessary service cannot be rendered, or United States property cannot be adequately protected, unless certain employees are required to live in government quarters at the station. In such cases, you must demonstrate that requirements for service or protection cannot be met if personnel are permitted to live away from the station.

(c) *Lack of available housing.*

You may justify construction of housing at remote stations, at foreign service posts, or under other circumstances when the agency head determines that necessary service cannot otherwise be rendered. You must base this determination on a supportable finding that the available supply -- present and prospective -- of government and private housing within reasonable commuting distance will not meet the necessary housing requirements. In determining the adequacy of the available supply, consider any additional private housing that can reasonably be expected to be constructed or otherwise become available.

(1) *Available housing* usually includes both housing for sale and for rent, except where rotation of personnel between stations occurs at intervals of approximately three years. In those cases, only rental housing should be considered available.

(2) *Reasonable commuting distance* is, as a general rule, a distance requiring travel time of not more than two hours per round trip by automobile or public transportation, or resulting in expenses per person of not more than \$5.00 per round trip by public transportation (except in metropolitan areas). You may make exceptions to this rule under the following conditions:

- For military necessity.
- For requirements of service or protection.
- If the time and cost involved in commuting would create a hardship on employees.
- If local commuting habits differ materially.
- If public transportation is not readily available.

(3) *Insufficiency or inadequacy of the housing supply* can be demonstrated by showing that one or more of the following conditions exist and are likely to be of extended duration:

- Housing cannot be located through realtors or advertisement.
- Available housing is substandard by reasons of design, construction, or location.
- Because of size, it is considerably more costly than employees can afford.
- Employees subject to rotation cannot obtain leases permitting them to vacate on thirty days notice, at prevailing rental rates.

33.4 Leases of capital assets.

You must justify that leases of capital assets are preferable to direct government purchase and ownership in accordance with the policies contained in OMB Circular No. A-94.

Lease-purchases and capital leases will be scored consistent with the scorekeeping rules developed under the Budget Enforcement Act of 1990, as revised pursuant to the Balanced Budget Act of 1997 (see Appendix A). For all lease-purchases and leases of capital assets, you must have sufficient budgetary resources up-front to cover the present value of the lease payments discounted using Treasury interest rates.

For lease-purchases in which the government assumes substantial risk, report outlays over the period during which the contractor constructs, manufactures, or purchases the asset. For capital leases or lease-purchases in which the private sector retains substantial risk, report outlays over the lease period, equal to the annual payments under the lease. The explicit or implicit obligation of the Federal Government to make payments is the most important financial characteristic OMB will review to determine the level of risk involved. OMB will also consider other characteristics in evaluating the level of private sector risk in a project.

You will find detailed instructions on scoring lease-purchases and leases of capital assets in Appendix B.

33.5 Real property.

If you plan to acquire real property, you must include estimates for these acquisitions in your budget submission. The estimates should be consistent with the policies set forth by the Administrator of GSA, as provided by Executive Order No. 12512. Estimates for acquisition of real property under contract must be consistent with obligations reported in object class 32.

33.6 Hospital care.

When you develop estimates for hospital costs, use data based on the use of resources allocated by diagnosis-related groups. Compare these data with payment rates of other payers using similar groupings.

Clearly indicate whether or not capital and depreciation costs are contained. Your estimates should be accompanied by a description of the cost allocation method underlying the data.

Identify the amount of reimbursement collected from third parties as well as other Federal agencies when you provide hospital care on a reimbursable basis. Base your estimates of reimbursements and other income from charges for such care on such per diem rates as may be established by the agencies specifically authorized to establish such rates for the particular class of patient and type of care involved, unless different rates or charges are established by or pursuant to a specific requirement of law.

33.7 Inpatient care facilities and medical care services.

In your estimates for capital improvement of Federal inpatient care facilities and plans for provision of major new care services, reflect review by State and appropriate area-wide agencies in accordance with Executive Order No. 12372.

33.8 Aircraft.

Reflect the policies on agency aircraft programs and the results of periodic reviews of these programs in accordance with OMB Circulars No. A-126 and A-76 (see sections 31.4 and 31.8).

33.9 Motor vehicles.

(a) Alternative-fueled vehicles.

Your estimates must reflect the Administration's commitment to comply with the requirements of sections 303 and 304 of the Energy Policy Act of 1992 (EP Act), which mandates that, subject to some conditions and exemptions, 75 percent of vehicles acquired by Federal agencies in FY 1999 and subsequent years should be alternative-fueled vehicles (AFVs). As specified in Executive Order No. 13031 and OMB Memorandum M-97-04, incorporate plans for acquiring AFVs in your vehicle ordering plans for the current, budget, and future years. You must report annually on compliance with sections 303 and 304 of the EP Act (see section 55).

(b) Other requirements.

Base your estimates for sedans and station wagons on the requirements of GSA's Federal Property Management Regulations and Federal Standard No. 122. Do not exceed price limitations in effect for the current year plus the estimated cost of additional systems and equipment justified to GSA, unless otherwise provided by law. Make provisions for replacement of motor vehicles and related equipment in accordance with GSA replacement standards and with presidential memoranda, dated February 10, 1993.

33.10 Advisory committees and interagency groups.

Your estimates should reflect the results of the committee reviews required by Executive Order No. 12838, dated February 10, 1993, which requires agencies to reduce the number and cost of non-statutory advisory committees. The reduction required by the Executive Order and the agency advisory committee ceilings established by OMB Circular No. A-135 remain in effect. You should consider the continued reduced number and cost of advisory committees in your budget planning. Separately identify the costs of advisory committees established by statute that you are proposing for termination.

You are prohibited from financing *interagency groups* (including boards, councils, committees, and similar groups) by contributions from member agencies' appropriations by a government-wide general provision unless such financing is specifically authorized by statute. Therefore, you must propose financing for such groups in the budget in one of the following forms:

- Appropriations specifically for the interagency group.
- Specific language authorizing interagency funding.

Consider the expenses of advisory committees in your estimates using the policies and provisions contained in GSA's Interim Rule on Federal Advisory Committee Management (Federal Register, Vol. 48, No. 83, April 28, 1983, p. 19326) and any related instructions.

33.11 Benefit payments.

(a) Unemployment insurance benefits.

Calculate unemployment insurance benefits estimates consistent with the aggregate unemployment rate assumptions supplied by OMB.

(b) Medicare and Medicaid.

Base Medicare and Medicaid estimates on the Department of Health and Human Services forecasts and the latest actual information available. Assumptions on medical care prices related to the consumer price index, utilization rates, number of beneficiaries, and other factors affecting the estimates will be developed jointly by the agency and OMB.

(c) Other benefit payments.

Calculate other benefit payment program estimates (including old-age, survivors, and disability insurance; railroad retirement; civilian and uniformed services retirement; supplemental security income; and veterans' compensation, pensions, and readjustment benefits) by multiplying the expected number of beneficiaries in each future year by average benefit payments per beneficiary for each future year. Determine the average benefit payments by identifying changes in the earnings base, as applicable, on which the benefit is computed, unless existing law or Administration-supported legislation provides otherwise. When existing or proposed legislation provides for automatic cost-of-living adjustments, multiply the result by a cost-of-living or other adjustment factor to be supplied by OMB.

33.12 Coastal Barrier Resources Act.

Do not include any new Federal expenditures or financial assistance prohibited by the Coastal Barrier Resources Act (Public Law 97-348).

33.13 Contractor claims.

Include amounts for reimbursement of the Claims and judgment fund for the full amount paid from the fund on behalf of an agency for contractor claims during the past year under the Competition in Contracting Act.

33.14 Credit programs.

Prepare estimates for all direct and guaranteed lending programs in accordance with OMB requirements (see section 85, OMB Circular No. A-129 "Managing Federal Credit Programs," and the OMB credit subsidy model and user's guide).

As specified in OMB Circular No. A-129, the Federal Financing Bank (FFB) generally finances guarantees of timely payment of 100 percent of loan principal and interest against all risk. Such loan guarantees create the equivalent of Federal direct loans that are financed by borrowing from the Treasury under the authority of the Federal Credit Reform Act of 1990 (FCRA). The budget treats these guarantees as direct loans. Therefore, if you propose legislation to create a new, or renew an existing, credit program that does not require substantial risk sharing, provide for direct loans rather than loan guarantees.

33.15 Foreign currencies.

Where applicable, refer to Department of Treasury and Department of State guidelines on the use of foreign currencies. Detailed instructions are set forth in the Treasury Financial Manual (chapters 3200 and 9000) and the Foreign Affairs Manual (Volume 4, Chapter 360). In addition, OMB periodically issues guidance on excess and near excess foreign currencies. You should consult with the Department of Treasury, International Trade Office, the Department of State's Office of Financial Operations, Banking and Foreign Currency staff, or your OMB representative on questions not addressed by these instructions.

33.16 Mail.

In your estimates for official use of the United States mail, package delivery, and/or private carrier service, include a sufficient amount to pay postage due, in accordance with the Postal Service regulations, vendor requirements, and GSA government-wide mail management instructions in effect at the time estimates are prepared. Take into consideration changes in program requirements. Assume maximum use of available postage discounts.

33.17 National security crosscut.

OMB requires information about programs to counter unconventional threats such as combating terrorism, weapons of mass destruction preparedness, critical infrastructure protection, and continuity of

operations to conduct an interagency review process that coordinates government-wide funding and implementation of these programs. Detailed instructions about this requirement and the associated electronic reporting format have been issued and are available from your OMB representative. This information is not collected in MAX. Data on enacted funding levels are due in July; on requested levels in October; and on final levels included in the Budget in January.

33.18 Records storage.

You must budget for the costs of storing and servicing your temporary and inactive records. You will reimburse the National Archives and Records Administration for these costs through individually-executed interagency memoranda of agreements. Agencies should avoid retention of duplicate and inappropriate Federal records.

33.19 Remedial environmental projects.

Prepare estimates of the cost of the design, construction, management, operation, and maintenance of remedial environmental projects at Federal facilities consistent with policies set forth in Executive Order 12088.

33.20 Space and related requirements.

Include payments required for space, structures and facilities, land, and building services provided by GSA and by others. In addition, provide supporting materials indicating the total amounts for these charges to be paid to GSA and the basis for distributing these amounts by appropriation to OMB if agency rental payments exceed \$5 million in PY, CY or BY (see section 54). Where you are experiencing employment reductions, plan corresponding reductions in space requirements and associated costs.

33.21 Systems acquisitions.

You should develop your estimates for acquisition of major systems, including information technology systems, consistent with guidance in the *Capital Programming Guide*, the requirements of Title V of the Federal Acquisition Streamlining Act of 1994 (FASA), and the Clinger Cohen Act of 1996 (ITMRA). Reflect the Administration's commitment to thorough capital planning to define requirements and establish realistic cost, schedule, and performance goals for new acquisitions. Where appropriate, and in accordance with Federal Acquisition Regulations, make your estimates for major information systems projects as narrow in scope and as brief in duration as practical in order to reduce risk, promote flexibility and interoperability, increase accountability, and better match mission need with current technology and market conditions. See Part 3 for reporting requirements related to FASA and the Clinger Cohen Act.

You should ensure electronic and information technology acquisitions meet the requirements of section 508 of the Rehabilitation Act of 1973, as amended and upon becoming effective to allow individuals with disabilities comparable access to and use of data as allowed individuals without disabilities, unless providing such accessibility would impose an undue burden on your agency.

33.22 Taxes and tax expenditures.

Reflect full and explicit consideration of the resources made available by the Federal Government through tax expenditures and other tax incentives. ***Tax expenditures*** means revenue losses attributable to provisions of the Federal tax laws that allow a special exclusion, exemption, or deduction from gross income or that provide a special credit, a preferential rate of tax, or a deferral of tax liability (2 U.S.C. 622). Tax expenditures include subsidies provided through the income tax system.

You must consult with the Office of Tax Analysis, Department of Treasury on all proposals for new or modified taxes or tax expenditures (see section 34.4). After consulting with the Office of Tax Analysis submit a justification of the proposal to OMB. The justification should include the views of the Office of Tax Analysis and address the following items:

- The nature and extent of the problem addressed by the proposal.
- The reason a subsidy is needed.
- The non-tax alternatives.
- The reason a tax change is preferable to the non-tax alternatives.

In addition, you should be prepared to submit justifications for continuing or reenacting existing taxes and tax expenditures in the program areas for which you have primary responsibility. Such justifications will contain the information described above.

In general, tax expenditures are subject to the same degree of performance evaluation as spending and regulatory programs. Tax expenditures often complement or substitute for agencies' spending or regulatory programs, and the resources and incentives provided through tax expenditures can be substantial. Work with the Office of Tax Analysis, which has lead responsibility for tax policy and analysis of tax expenditures, to develop data and methods to evaluate the effects of tax expenditures that affect (or are directed at the same goals as) your programs. You should be prepared to furnish, upon request, problem analyses, estimates of economic effects, and other materials that will provide explicit quantitative information on the relationship of existing or proposed tax expenditures to proposed budget expenditures. See Part 2 for guidance on inclusion of tax expenditure data in annual performance plans.

33.23 Tort claims.

Do not include amounts for payment of tort claims in your estimates, except where a substantial volume of claims is presented regularly.

33.24 Travel.

Make every effort to minimize official travel. Use established sources for official travel, such as the General Services Administration's Travel Management Centers, negotiated hotel rates, city-pair airline contracts, etc. Reflect the allowances authorized under the Federal Travel Regulations issued by GSA or comparable regulations issued by the Department of Defense for travel of military personnel and by the Department of State for foreign service personnel. Take into account changes in prices for travel by commercial modes.

**SECTION 33 -- ESTIMATES RELATED TO SPECIFIC
TYPES OF PROGRAMS AND EXPENDITURES**

33.25 Water and sewer payments to the District of Columbia.

Include amounts for payment to the government of the District of Columbia for water and sewer services.

Outline for Generic Scope of Services Housing Market Study Elements

1. **Purpose.** To provide data, expert opinions, and study recommendations on various options for meeting the housing needs for Coast Guard accompanied and unaccompanied personnel.
2. **Overview.** Presents level of CG operations; expansion plans, if any; housing policy; and statement of problem.
3. **Specific Objectives.** Lists the products of the study. For example: "...a final report shall be prepared including factual information and professional opinions and recommendations regarding the various options available...A copy of recent relevant economic, social, and housing studies developed by public agencies and other private studies should be included with the report...The original and 3 bound copies of the report and all appendices will be delivered to the Project Officer no later than..." etc.
4. **Study Area Definition.** Identify housing market study area using commuting standard in Section 1.B.4.b., CG Housing Manual. Include maps and other data indicating area environment, services, utilities, etc.; area profile; housing cost data; housing survey data, etc. All data must be current and dated.
5. **Existing Housing Market.** Study must define and quantify existing housing market demand so as to determine near-future housing demand. See paragraph 7 below.
6. **Socioeconomic Analysis.** Describe existing socioeconomic conditions in brief; assess study area economic prospects/problems.

7. **Rental Housing Analysis.** Describe/quantify existing rental housing market, including:
 - a. Vacancy rate: quantify/characterize vacant units.
 - b. Rental prices: quantify/compare.
 - c. Rental units: quantify/compare.
 - d. Housing problems: identify/quantify.
 - e. Housing adequacy: identify.
 - f. Housing market trends: define/assess.
 - g. Seasonal/other influences: identify/assess.
 - h. Development factors: define/quantify.
 - 1) Recent/planned housing construction activity.
 - 2) Other development factors: land/lot availability, access, financing, environment, developers, etc.
 - i. Housing support potential (local housing market's ability to support CG billets assigned): define/quantify.
 - j. Utility costs: identify/quantify.
 - k. Commuting costs: quantify.
 - l. Rental/growth restrictions: identify.
8. **Housing Market Forecast.** Predict near-term (up to 5 years) housing market conditions, addressing: vacancy rate; housing trends; housing development factors; number of housing units, etc. Describe homeowners market and expectation for members' homes to sell within reasonable time without financial loss. Discuss trends per Scope direction; e.g., if a motel developer needed a near-future motel development forecast, it would be necessary to know how many motel rooms will be available by CY-XX in a given market area.
9. **Housing Options.** Identify housing options available to the CG to ensure availability of adequate housing within reasonable commuting time of CG duty stations. Basic options include: private rental and private ownership, DoD housing if available, CG lease, CG purchase or construction, combinations of the above, and other options which are available.

10. **Expert Opinion.** Recommendation of the best method for the Coast Guard to meet its housing needs. The recommendation must be based not only on the quantity of housing presumed to be available, but upon its adequacy and cost. Contractors must be aware of CG housing options and should cast their recommendations in those terms, without being led in any way.
11. **Sources.** List and date all data sources.
12. **Background Enclosures:**
 - a. Billets by pay grade assigned to the area
 - b. Housing Requirement Analysis using CG Planning Factors
 - c. Standards for Family Housing
 - d. Standards for Unaccompanied Personnel Housing
 - e. Table displaying pay grade and local Total Housing Allowances
 - f. Local Government or private housing reports
 - g. Any past or related housing market studies
13. **Management and Scheduling Information:**
 - a. Format, Standards, and Confidentiality
 - b. Proposal and Resume
 - c. Award (conditions of contract award, including performance time and other requirements)

AC&I SHORE CONSTRUCTION STRATEGIC CALENDAR

DESIRED FY	FY02 PROGRAM	FY03 PROGRAM
PP APPROVAL FY – 3	01 Oct 98	01 Oct 99
PPR(A) SUBMITTED FY - 2	01 Oct 99	01 Oct 00
PPR(A) APPROVAL	01 Dec 99	01 Dec 00
FORECAST STAGE BUDGET	01 Feb 00	01 Feb 01
PPR(B) SUBMITTED FY - 1	01 Dec 00	01 Dec 01
PPR(B) APPROVAL	01 Jan 01	01 Jan 02
CONGRESSIONAL STAGE BUDGET	01 Feb 01	01 Feb 02
OP STAGE BUDGET FY	01 Oct 01	01 Oct 02
CONSTRUCTION AWARD	01 Apr 02	01 Apr 03

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PROBLEM STATEMENT (PS)

A. Purpose. The Problem Statement (PS) identifies operational or support problems that impact assets (such as aircraft, cutters, boats, shore facilities, etc.) which requires Coast Guard resources to fix. A PS shall not include the following:

- Reprogramming of billets.
- Acquisition of Coast Guard platform, such as vessels, aircraft, etc.
- Facility maintenance utilizing AFC 30 and AFC 43 funds.

The PS is also used to update a previously submitted problem statement.

B. Background. Historically, AC&I Data Sheets were used as an initial “marker” for the AC&I shore facilities backlog with little detail or cost basis. Since that time, the objective of the PS has been revised to provide the following:

- Emphasis on problem identification as opposed to predetermined solutions.
- Improved problem identification expanded to identify operational or support problems that may impact Coast Guard assets.
- Improve the quality of the Shore Facilities Requirement List.
- Better communication between field and Headquarters program managers.
- Commandant (G-CPP) approvals indicating that a legitimate problem exists and has sufficient merit to devote future resources for further planning.

C. Sources. A PS may be generated from a number of sources. They are driven by new or changed mission, shore plant deterioration, catastrophic failures, and environmental requirements. Sources include but are not limited to the following:

- Regional Strategic Assessments
- Facility Inventories and Condition Assessments
- Master Plan Project Lists
- Biennial Inspections
- Environmental Compliance Inspections
- Engineering Evaluations
- Divestiture Actions

D. Content. The PS is an important means of communication between the field, district, area and headquarters. It should reflect coordination between all parties to identify operational or support problems. The format is flexible to allow adequate discussion of the problem. For brevity, bullet presentation is preferred, with a target of 2 - 3 total pages. Pages 3 and 4 shows the suggested PS format and includes all of the following required content areas:

1. **Tracking Number.** Assigned by Submitter in the following format:
ATU-FY Generated-Seq Number
2. **Benefiting Unit(s).** Name and OPFAC number for the benefiting unit(s) (i.e. tenant command) which is the “customer” for whom the problem has been identified.
3. **Host Unit.** Name and OPFAC number of the host command of the property.

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4. **Operational/Support Premise:** Current unit operations and support functions.
 5. **Problem Statement.** Current state and impact of problem.
 6. **Participants.** Lists names and telephone numbers of key individuals who provided assistance or background material in preparing the PS.
 7. **Originator.** Name, title and telephone number of originator. Anyone identifying a problem/need may submit a PS through the chain of command. The Originator shall coordinate with District (dpl), District Program Manager, and Headquarters Program Manager for initial comment and support.
 8. **Submitter.** Comment, recommendation, signature, title and date of the submitter [District (dpl), MLC (s), HQ Unit (CO)]
 9. **Area Endorsement.** Comment, recommendation, signature, title and date of the Area Planner.
 10. **Commandant (G-CPP).** Approves or disapproves the PS and provides comments as necessary. Signature, title and date of Commandant (G-CPP).
- E. Process.** The following identifies roles, responsibilities and target duration involved in the preparation and review of a PS.
1. **Originator.** Forwards PS to District/MLC/HQ Unit.
 2. **Submitter.** The Submitter is the field owner of the PS. The Submitter verifies that the information presented in the PS is accurate and complete. A tracking number is assigned the PS, composed of the ATU-FY the PS is generated- Sequential Number. The Submitter forwards the PS to Commandant (G-CPP) via Area for District units, MLC for MLC units, and HQTR unit CO for HQTR units. Target Duration – 2 weeks.
 3. **Area Endorsement.** The Area endorses the PS as valid and aligns with the overall operational or support plans for the area. This endorsed PS is forwarded to Commandant (G-CPP). Target Duration - 1 week.
 4. **Commandant (G-CPP).** Commandant (G-CPP) is the Headquarters owner of the PS. Receives the PS and distributes to Headquarters Program Manager, G-SEC and G-CPA for review and comment. Target Duration – 2 weeks.
 5. **Headquarters Program Manager and Commandant (G-CPP, G-CPA and G-SEC).** Reviews PS to insure that all operational and support program requirements are identified. Provides comments to Commandant (G-CPP) for consolidation. Target Duration – 3 weeks.
 6. **Commandant (G-CPP).** Consolidates comments, if necessary conducts an in-house review meeting to discuss comments and concerns. Based on comments received, approves or disapproves the PS. Approval may contain specific guidance to address in the next planning document. Approval of the PS indicates a problem does exist and that further planning is required. Normally, a Planning Proposal (PP) should be prepared. Disapproval considers the issue closed. Target Duration – 3 weeks.

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PROBLEM STATEMENT

1. **Tracking Number:** 05-99-001
2. **Benefiting Unit/ATU:** Station Little Creek 05-30277
3. **Landlord Unit/ATU** Station Little Creek 05-30277
4. **Operational/Support Premise:** Station Little Creek is a 1-B0 unit where they must have one small boat and crew ready for immediate response at any time. The small boat complement is two 41-foot utility boats (UTBs). This Station performs the following mission/function:
 - 66% SAR – Search and Rescue
 - 33% ELT – Enforcement of Laws and TreatiesStation Little Creek is the host command for two 82-foot patrol boats: Coast Guard Cutter (CGC) Point Arena and CGC Point Huron.
5. **Problem Statement:**
 - Station facilities were constructed in the 1930's; the spatial/functional relationships are substandard and unsatisfactory. The Multipurpose Building has inadequate space for berthing, galley, messing and recreation.
 - There are no separate female heads.
 - Due to overcrowding, the third floor was converted to additional berthing without a head. This does not comply with life safety standards.
 - The second floor berthing has a gang head. There is no berthing space for tenant WPBs; and no wetrooms.
 - There are no heads on the first floor for visitors, which does not conform to the Uniform Federal Accessibility Standard (UFAS) for buildings.
 - Due to age, the utility system is in poor condition and energy inefficient.
 - The site is only one acre and does not allow for building expansion.
 - These inefficiencies, inadequacies and problems have increased gradually over the years. Recent CEU biennial inspections and a steady increase in facility maintenance costs document the need to correct the existing condition.
 - Overcrowding, inefficiency, life safety problems, and poor working conditions will continue and result in low personnel morale.
6. **Participants:**

LT I. Help	D5 (adpl)	757-398-5555
LT R. Station	D5 (osr)	757-398-4555
Emma Engineer	CEU Cleveland	216-522-5555
Mr. M. Manager	COMDT (G-OCS)	202-267-5555

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7. **Originator:**

BMCM I. M. Sailor

OIC, Station Little Creek,

757-464-5555

Date

8. **Submitter:** Current operations have far exceeded existing facilities. Operations will continue within this AOR. Low personnel morale will continue if facility problems are not remedied. Recommend approval of PS and inclusion on the SFRL.

CDR I. M. Planner

D5 Planning Officer

757-398-5550

Date

9. **Area Endorsement:** The need for station operations within the AOR is mission critical and conforms to Regional Strategic plans for D5. Recommend approval of PS.

RADM I. M. Area

LANT Area

757-399-5552

Date

10. **COMDT (G-CPP):** Inadequate shore facilities have been identified at Station Little Creek and this Problem Statement is approved. Develop a Planning Proposal to further develop this initiative. The alternatives addressed should include but not limited to the following:

- Relocate to Leased Facility
- Renovate
- Build
- Status Quo

RADM I. M. Coastie

Office of Plans, Policy & Evaluation

202-267-5050

Date

Guidance for Planning Proposals involving Housing Acquisition

ACQUISITION FACTORS

DATA SOURCES

REFERENCES

COMMUNITY POTENTIALS/LIABILITIES

- | | | |
|--|---|---|
| 1. Community type, i.e., fishing, resort, farming, mfg, etc. | County/town hall, local planning office, Chamber of Commerce, realtors, utility companies | Community support background: ART 4-B-2 and particularly ART 4-C-4-d regarding Housing Market Studies |
| 2. Population, area size, and trends | | |
| 3. Major employers and employment trends | | |
| 4. Land use, zoning, subdivision regulations | | |
| 5. Community facilities, services: schools, recreation, medical, cultural, public safety, commercial resources | | |
| 6. Transportation/utilities: roads, water, sewer, gas, electricity, public transit | | |
| 7. Land availability: scattered sites, subdivisions, etc | | |
| 8. Construction/construction costs | | |
| 9. Environmental factors, environmental concerns, historicity, etc. | | |
| 10. Special factors: climate, taxes, ground rents, local housing policy, quality of life data, etc. | | |

HOUSING MARKET POTENTIALS/LIABILITIES

- | | | |
|--|---|--|
| 1. Housing characteristics: multi-family, single-family, bachelor apartments, seasonality, tourism, etc. | Above sources, newspapers, multiple listings, FHA/VA, existing market studies, if available | Availability of community support housing options (rent/buy) and CG lease/purchase: ARTs 4-C-4 and 4-C-5 |
| 2. Housing trends: building permits, demolitions, turnover/vacancy data. | | |
| 3. Construction: area capability, speculative, contract, public housing activity | | |

ACQUISITION FACTORS

DATA SOURCES

REFERENCES

HOUSING MARKET POTENTIALS/LIABILITIES continued

- | | | |
|---|------------|--|
| 4. Units for rent/lease: number, age, condition, location, subsidy programs, DOD housing availability, price. | | Real estate brokers, Internet listings, etc. |
| 5. Units for sale (including CG purchase): number, age, condition, location, price | | |
| 6. CG Housing Survey data | CG Housing | COMDT (G-WPM-4) |
| 7. Housing database | | |
| 8. Basic Allowance for Housing | | |

HOUSING REQUIREMENT ANALYSIS

- | | | |
|---|----------------------------------|-------------------------------|
| 1. Personnel allowance data (all collocated units) current and proposed | Personnel allowance lists (PALs) | Housing requirement analysis: |
| 2. Operational factors, if any, including potential homeport changes. | OPLANS | ART 4-A-2. |
| 3. Tour of duty factors: restricted duty, "all others" tours, etc. | PERSMAN, | Encl. (14) |
| 4. Government housing: availability/access. | COMDTINST | |
| 5. Private housing: availability/access/price/condition. | M1000.6 (series) | |

HOUSING PROBLEM DEFINITION

- | | | |
|--|---------------------------|---|
| (e.g., "Provide for housing 37 CG members"; not "Building 37 family quarters is the solution") | Analysis of above factors | Planning and Programming Manual COMDTINST M16010.1 (series) |
|--|---------------------------|---|

ACQUISITION FACTORS**DATA SOURCES****REFERENCES****ASSOCIATED ANALYSES**

1. Environmental analysis: an environmental assessment is required with the PP. EIS not normally required, but if required must be submitted before related budget is submitted to OMB	N/A	Natl Environmental Policy Act Implementing Procedures, COMDTINST 16475.1 (series); Chap. 25, COMDTINST M16010.1 (series)
2. Master planning: While not required for all CG units, Master Plans are a reasonable way of coordinating larger scale issues. Housing needs, including admin and maintenance, must be coordinated for collocated units	Unit Master Plans	Chapter 3, Shore Facilities Planning Manual, COMDTINST 11010.6 (series)
3. Floodplain management issues	USA Corps of Engineers	COMDTINST M16475.3; DOT Order 5650.2
4. Economic analysis comparing relevant acquisition alternatives	NAVFAC P-422 Economic Analysis Manual	ART 4-C-5, COMDTINST M16010.1 (series) ARTs 4.C.5.b.(1) and 5.D.2.a., CG Housing Manual
5. Property or facility acquisition, expansion, or relocation issues: DOT approval requirements	N/A	Chapter 2, Real Property Manual COMDTINST M11011.9 (series) DOT Order 4300.2
6. Site design issues, i.e. road layout, acreage and lot sizes, density, etc.	N/A	ART 4-C-5, DM35, Navy Family Housing Design Manual
7. Bedroom mix: required numbers of 2, 3, or 4-bedroom units	N/A	ARTs 4.C.5.b.(2), 4.C.5.b.(2)(c), & Encl. (14)

NOTES:

1. PP determines operational alternatives	Planning and Programming Manual
2. Proposal must be submitted at least five years prior to the relevant budget year	M16010.1 (series)
3. Expert guidance is available from COMDT (G-WPM-4) and (G-SEC) as well as MLC(s)	

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503
October 20, 1993

CIRCULAR NO. A-45 (Revised)

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Rental and Construction of Government Quarters

1. PURPOSE. This circular sets forth policies and administrative guidance to be used by executive agencies in establishing and administering rental rates and other charges for Government rental quarters and related facilities located within the fifty States, the District of Columbia, and the territories and possessions of the United States. It also sets forth policies and administrative guidance to be used by executive agencies respecting construction of Federally-owned housing (exclusive of military barracks) for civilian and military personnel, as well as for employees of Government contractors, whether provided on a rental basis or free of charge, both in the United States and overseas. This circular does not deal with determinations of whether construction of housing is appropriate, for which please see Office of Management and Budget (OMB) Circular No. A-11, Preparation and Submission of Budget Estimates, section 12.5(n).

2. BACKGROUND. The policies and procedures of this circular have been revised pursuant to section 9 of the 1984 version of the circular. Portions of OMB Circular No. A-18, Policies on Construction of Family Housing (rescinded August 26, 1992), have been incorporated into section 8 of this circular.

3. RESCISSION. This rescinds OMB Circular No. A-45, dated March 28, 1984, as amended, and incorporates portions of rescinded OMB Circular No. A-18, Policies on Construction of Family Housing, October 18, 1957.

4. AUTHORITY. This circular is issued by virtue of the authority vested in the President by 5 U.S.C. section 5911(f), and delegated to the Director of the Office of Management and Budget by section 9 of Executive Order 11609 of July 22, 1971; by 31 U.S.C. section 1111; and by section 2(d) of Executive Order 8248 of September 8, 1939, and section 1 of Executive Order 11541 of July 1, 1970.

5. POLICY.

a. **Reliance on private housing market.** It is the policy of the Federal Government to rely on the private housing market to provide housing for its civilian employees. If there is no requirement of service or protection or if there

is no lack of available housing, as discussed in OMB Circular No. A-11, Preparation and Submission of Budget Estimates, subsection 12.5(n)(2) and (3), agencies must not acquire additional rental quarters.

b. Determination of rents. Agencies of the Federal Government must adhere to the following in determining rental rates for Government rental quarters:

(1) **Reasonable value to employee.** Rental rates and charges for Government quarters and related facilities will be based upon their "reasonable value ...to the employee ...in the circumstances under which the quarters and facilities are provided, occupied or made available." 5 U.S.C. section 5911. As intended by the Congress, reasonable value to the employee or other occupant is determined by the rule of equivalence; namely, that charges for rent and related facilities should be set at levels equal to those prevailing for comparable private housing located in the same area, when practicable; and

(2) **Subsidies, inducements prohibited.** Federal employees whose pay and allowances are fixed by statute or regulation may not receive additional pay and allowances for any service or duty unless specifically authorized by law. 5 U.S.C. section 5536. Consequently, rents and other charges may not be set so as to provide a housing subsidy, serve as an inducement in the recruitment or retention of employees, or encourage occupancy of existing Government housing.

(3) **Fairness, consistency.** When properly determined in accordance with the provisions of this circular, rental rates will be fair as between the Government and the employee (or other authorized occupant) and as between employees of different agencies living in the same installation in similar housing, or employees living in Government quarters at different installations. Rents should not be set so as to serve as an inducement to recruit or retain employees. Moreover, rents should reflect a consistent local pattern for all Federal quarters in a given location.

c. Employee responsibilities. Employees have a responsibility to inform themselves of all the conditions that prevail in and near the quarters and duty stations to which they might be assigned before accepting transfer to or employment at such duty stations.

6. DEFINITIONS.

a. **Agency.** As defined in Pub. L. 88-459, 78 Stat. 557 (1964), the term "agency" means (1) each executive department of the Government; (2) each agency or independent establishment in the Executive Branch of the Government; (3) each corporation owned or controlled by the Government, except the Tennessee Valley Authority; and (4) the General Accounting Office.

b. **Air conditioning.** The process of cooling air either through evaporation of water (evaporative cooling) or refrigeration (mechanical or absorption), and the distribution of such air.

c. Base rental rate. The base rental rate is the rental value of the quarters, established in accordance with the provisions of this circular, before applying any administrative adjustments or charges for related facilities.

d. Comparable housing. Comparable housing is housing in the private sector that is generally equivalent in size to the rental quarters, with the same number of bedrooms, and with generally equivalent amenities and related facilities. Such housing is housing available on a landlord-tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an "employer-employee" basis or between friends and relatives, for which other considerations may have influenced the rental rates. In addition, other Government rental housing (Federal, State, or local) and housing provided by churches or religious societies are excluded from this definition of comparable housing.

e. Construction. "Construction" includes conversions of structures for dwelling purposes.

f. Established community. An established community is ordinarily the nearest population center (Metropolitan Statistical Area or an incorporated or unincorporated city or town) having a year-round population of 1,500 or more (5,000 or more in Alaska), provided that it has minimum essential medical facilities (i.e., at least one physician and one dentist) available to all occupants of Government quarters on a nonemergency basis and a private rental market with housing available to the general public. Population determinations will be based upon the most recently published decennial census of the United States.

g. Net area. For purposes of construction of quarters, the net area of a dwelling is the space inside exterior or party walls, excluding only attic, garage, and basement (or service and storage space in lieu of basement).

h. Reasonable value. Reasonable value for rental quarters is to be measured by the test of equivalence, i.e., what the employee would pay for comparable housing in the open market. Rental rates, including charges for related facilities when appropriate, will be based upon prevailing rates for comparable private housing located in the same general area, after taking into account those factors that reduce or increase the value of the housing to the tenant.

i. Related facilities. Related facilities are equipment, supplies and services made available in connection with the

occupancy of quarters including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

j. **Rental quarters.** Except as specifically excluded herein or by statute, the term "rental quarters," includes all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government - owned or -leased dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, and housekeeping as well as nonhousekeeping units. The term excludes tents, containers, housing which due to extreme deterioration is unsuitable for occupancy except in exigent circumstances, and "public quarters" designated for occupancy by members of the uniformed services with loss of allowances, but it includes quarters occupied by such personnel on a rental basis under 37 U.S.C. section 403(e), 42 U.S.C. subsection 1594a(f) and 1594b, and other authorities.

k. **Room.** A room is a living space such as a living room, bedroom, kitchen, finished attic or basement, or other suitable living space. A half room is a small space used for living purposes, such as a dinette, breakfast nook, dressing room, or reception room. No count is made of bathrooms, strip or pullman kitchens, halls or foyers, alcoves, pantries, laundries, storage or utility rooms, or unfinished attics and basements.

7. PROCEDURES FOR DETERMINING RENTS AND OTHER CHARGES.

a. **Charges for quarters.** The determination of reasonable value of Government rental quarters will be based upon an impartial study of comparable private rental housing. There are two methods that may be employed to determine the base rental rate. The first, an appraisal, involves direct comparison with individual private rental housing units. The second, the regional survey, creates a series of economic models based upon a survey of comparable private rental housing throughout the region. While both methods are accurate, agencies are encouraged to utilize the survey method, whenever possible, due to the costs and administrative burdens associated with conducting individual appraisals. Both methods are subject to the conditions and limitations set forth below.

(1) **Appraisals.**

(a) **Urban and suburban locations.** If Government quarters are located in or within five miles of an established community, in an urban or suburban location, the base rental rate may be determined by either a staff or contract

appraiser, applying recognized real estate valuation principles.

None of the administrative adjustments provided in subsection 7c will be made for isolation, site amenities, space devoted to official use, or excessive heating or cooling costs when an appraisal is made in an urban or suburban location. These factors, if appropriate, will already have been considered by the appraiser in the appraisal process. Adjustments, suitably documented, may be made by agencies when an appraiser has not considered or incorrectly calculated the effect of these factors.

(b) **Rural areas.** When the appraisal method is used to determine the reasonable value of quarters that are not located in, or within five miles of, an established community, it will be subject to the following limitation: To ensure a uniform approach to valuation when conducting an appraisal in such areas, the staff or contract appraiser will be limited to comparing the Government rental quarters with housing in the nearest established community. (If the nearest established community does not contain sufficient comparables or is unduly affected by severe economic conditions, the appraiser may select comparable rental units from the next closest established community that does have sufficient comparables or does not have a severely deflated or inflated housing market.) Such comparison will be limited to adjustments for the physical differences in the housing. The appraiser in such circumstances will not make adjustments for location (isolation) or for the absence of site amenities. These adjustments, if applicable, will be made administratively in the same manner as authorized for regional surveys in subsections 7c(1) and 7c(2).

(2) **Regional surveys.** Regional surveys may be used in all locations where Government quarters are located. If the regional survey method is used, the base rental rates will be set by means of a series of economic models that utilize typical rental rates for comparable private rental housing in the established communities nearest to the sites in which the Government quarters are located. (If the nearest established community does not contain sufficient comparables or is unduly affected by severe economic conditions, the survey may utilize comparable rental units from the next closest established community that does have sufficient comparables or does not have a severely deflated or inflated housing market. The actual analysis of rental data for the establishment of base rental rates may be accomplished using appropriate statistical techniques, such as step-wise multiple regression.

To avoid duplication and inconsistent rates, all agencies with quarters in a given location should coordinate their survey plans and conduct a single survey applicable to all. The area selected for survey should be large enough to permit an adequate sampling of comparable rental properties in

several established communities and may encompass one or more States. Ideally, the survey would establish the rental rates for a large number of Government quarters and thereby reduce the cost per unit surveyed. The methods of analysis must be capable of recognizing both the physical characteristics and the differences in economic conditions, and reflecting such differences in the base rental rates. Private rental housing samples reflecting extremely high or low rental rates should be excluded from the data base subjected to final analysis. Appropriate adjustments may be made to the base rental rates established for quarters in accordance with the provisions of subsection 7c.

(3) **Agency review.** Regardless of the method used, results of surveys and appraisals will be reviewed by the agency prior to implementation to assure that they are fair and reasonable, and that they were developed in accordance with the provisions of this circular. In those communities where the rental rates are extremely high or low, the rental housing market should be reviewed periodically between surveys to determine whether changes in the private rental housing market warrant revision of the base rental rates for the quarters located near those communities.

b. Charges for related facilities and costs.

(1) **Utilities.** It is Government policy to minimize energy consumption. Consumption has been found to decrease when occupants of Government rental quarters are required to pay for the actual cost of utilities used (such as electricity, oil, natural gas, propane, coal, telephone, cable television, water and sewer). Utilities should be furnished by a private company and billed directly to the occupant, wherever possible.

When Government furnished utilities are provided, they should be metered or measured, where practicable. The rate for utilities furnished by the Government will be the same as the residential rate for these utilities in the nearest established community (when the appraisal method is used) or survey area (when the survey method is used) used in determining the base rental rate. The consumed amount of Government furnished utilities that are individually metered or measured will be determined by actual readings.

When Government furnished utilities are not individually metered or measured, consumption will be determined on the basis of an analysis of the average amounts of utilities used in comparable private rental housing in the nearest established community (when the appraisal method is used) or survey area (when the survey method is used). (Such estimates are usually available from local utility companies.) Alternatively, consumption may be determined using engineering tables (such as design heat loss tables from the American Society of Heating and Refrigeration Engineers) and

meteorological records. Normally, utility charges will be clearly shown and separated from rent charges. Utility charges may be combined, however, in one charge for nonhousekeeping rooms. Where it is impractical to shut off heat and electricity to unused rooms and the employee is otherwise entitled to the reduction in section 7c(5) for quarters of excessive size, a proportionate reduction in the utility charges based on the area of the unused quarters may be made.

(2) **Furnishings.** If there is an inadequate market of comparably furnished housing for purposes of comparison with furnished Government quarters, the rents on otherwise comparable unfurnished private units may be used as the base and adjusted by a reasonable charge for furnishings. This adjustment should be based on actual replacement costs allocated over the useful life of the furnishings.

(3) **Other services.** Charges for other services provided by the Government including, but not limited to, laundry, trash and garbage removal, lawn care and snow removal will be based upon prevailing rates for such services in the nearest established community (when the appraisal method is used) or survey area (when the survey method is used).

(4) **Adjustments to obtain base rental rate.** Where the rental charge for comparable housing includes the values of utilities, furnishings, or other services, downward adjustments to obtain the base rental rate will be based on the prevailing rates for such utilities, furnishings, and other services in the nearest established community (when the appraisal method is used) or the survey area (when the survey method is used). The value of furnishings and other services may be based upon national average costs where such data are available.

(5) **Excessive heating or cooling costs.** A deduction from the rental rate is permissible if quarters require an unreasonable additional expense to the employee for heating or cooling because of poor design, the lack of all-weather construction, or other related factors. The amount of the deduction will be determined as follows: If the rental quarters in question require expenses to the occupant in excess of 25 percent for the heating or cooling season over the average of heating or cooling for comparable housing in the same area and climate zone as determined by a suitable survey or appraisal, the head of agency may determine that the excessive costs (i.e., those in excess of 25 percent over the average) may be deducted from the annual rental rates.

c. **Administrative adjustments.** Additional adjustments in the form of deductions from, the base rental rate are appropriate in the specific situations described below. The total amount deducted for all reasons must not be excessive, resulting in a rental rate to the occupant that is less than the reasonable value of the quarters, since this would constitute

a supplementation of salary in contravention of law. The rental rate, after all adjustments, must not be less than 50 percent of the base rental rate, unless an adjustment for isolation has been made. In such instances, the rental rate may be set at not less than 40 percent of the base rental rate.

(1) **Isolated locations.** In some cases, the Government supplies quarters in locations where minimal community services are available but only at some distance from the quarters. In addition, travel conditions or mode of transportation may serve further to isolate some employees from minimal community services. In such situations, the agency shall grant a reasonable adjustment to ameliorate the direct economic effects of the isolation, utilizing the procedure described below and in the appendix.

The nearest established community will be used as the community for calculating the deduction, even though that community may not serve as the location of the comparable private rental housing used in establishing the base rental rates. The mileage used in computing the adjustment will be the shortest route usually traveled from the rental quarters to the center of the nearest established community. If that route is closed seasonally, a weighted average adjustment will be used for the entire year, based upon the number of months each route would ordinarily be used.

The adjustment is designed to recognize different categories of highways and modes of transportation. Because of the range of possible travel conditions and modes of transportation, point values have been assigned to each category of transportation. These point values represent differences in time, cost, or both, associated with each mile of each category of transportation from the quarters to the nearest established community.

The point values are multiplied by the number of one-way miles from the quarters to the nearest established community, to produce one-way points. When travel from the quarters to the nearest established community involves more than one category of transportation, the one-way miles are distributed accordingly. When the category of travel is category 4 or 5 on the Isolation Adjustment Computation form in the appendix, 29 and 27 points are added, respectively, to the product of columns A and B. The one-way points in each category are then added to produce total one-way points, which must exceed 30, or there is no adjustment. Finally, the total adjusted points for all modes of transport are multiplied by an Isolation Adjustment Factor (based on the automobile mileage allowance determined by the General Services Administration) to produce the monthly dollar adjustment.

(2) **Site Amenities.** Living conditions at the locations of some Government housing are not always the same as those found in or immediately adjacent to the survey or appraisal

communities. In such communities, the amenities listed below are generally present and their contributory value included in the base rent. The lack of availability of any of these items at the quarters location represents a generally less desirable condition that should be reflected as a negative percentage adjustment to the base rental rate, as shown below.

(a) Reliability and adequacy of water supply. The system should provide potable water (free of significant discoloration or odor) at adequate pressure at usual outlets. (No more than a -3 percent adjustment can be made for this category.)

(b) Reliability and adequacy of electric service. Service must equal or exceed a 100-ampere power system capable of providing 24-hour service under normal conditions. (Occasional temporary outages are considered normal.) If an adequate backup generator is available, the amenity will be rated as present regardless of the reliability of the primary power source. (No more than a -3 percent adjustment can be made for this category.)

(c) Reliability and adequacy of fuel for heating, cooling and cooking. There should be sufficient fuel storage capacity to meet prevailing weather conditions and cooking needs. Where electricity is used to heat, cool, or cook, this adjustment is to be made only when the deduction in (b), above, applies. (No more than a -3 percent adjustment can be made for this category.)

(d) Reliability and adequacy of Police protection. Law enforcement personnel, including Government employees with law enforcement authority, should be available on a 24-hour basis. Availability is defined as the ability to respond to emergencies as quickly as any officer in the nearest established community. Part-time officers are not necessarily unable to meet this test of availability. Gaps in availability due to temporary illness or injury, use of annual leave, temporary duties, training, or other short absences, do not render law enforcement personnel "unavailable" at the Government quarters. (No more than a -3 percent adjustment can be made for this category.)

(e) Fire insurance availability or reliability and adequacy of fire protection. Fire insurance should be available with the premium charge based upon a rating equal to the rating available to comparable housing located in or adjacent to the nearest established community, or, in the alternative, adequate equipment, adequate water (or fire retardant chemical) supply, and trained personnel should be available on a 24-hour basis to meet foreseeable emergencies. If either element is present, i.e., adequate insurance or an adequate fire fighting capability, no adjustment may be made. (No more than a -3 percent adjustment can be made for this category.)

(f) Reliability and adequacy of sanitation service. An adequately functioning sewage disposal system and a solid waste disposal system, whether community or individually provided, should be available. Individual sewage disposal systems (septic, cesspool, or other) will be considered adequate even though they may require periodic maintenance, as long as they are usable during periods of occupancy. (No more than a -3 percent adjustment can be made for this category.)

(g) Reliability and adequacy of telephone service. Twenty-four-hour accessibility to commercial telephone facilities should be available. A deduction of 3 percent is authorized if telephone service is unavailable both within the employee's quarters and within 100 yards of the quarters. A deduction of 2 percent is authorized if there is no telephone service within the employee's quarters, but telephone service (either private or party line) is available within 100 yards of the quarters. A deduction of 1 percent is authorized if telephone service is available in the employee's quarters, but is not private line service and/or is not accessible on a 24 hour per day basis.

(h) Noise and odors. There should be an absence of significant, frequent disturbing noises or offensive odors. (No more than a -3 percent adjustment can be made for this category.)

(i) Miscellaneous improvements. One or more of the following improvements should be present: paved roads, sidewalks, or street lights. (No more than a -1 percent adjustment can be made for this category.)

(3) **Impositions on privacy or living space.** Administrative adjustments in the base rental rate are allowed if the living space or privacy of the occupant is restricted. In each such case, the agency will make a special determination of the specific conditions making certain that the conditions have not already been reflected in establishing the base rental rate.

(a) Loss of privacy. If occupants are subject to loss of privacy during nonduty hours by virtue of repeated public visits (i.e., occurring several times daily) or inhibited from enjoying the full range of activities normally associated with rental occupancies (such as where restrictions are imposed on activities in quarters in or near national cemeteries or where quarters are within view of prison inmates), a deduction not to exceed 10 percent of the base rental rate is allowable. Proportional deductions will be made in situations of less frequency or seriousness in their impact upon privacy or usage or to reflect seasonal variations.

(b) Space devoted to official use. When the agency determines that the use of a portion of the quarters is required for official business (i.e., office, storage, etc.), loss of

living space should be reflected by an adjustment to the base rental rate, based on the square footage occupied.

(4) Transient and temporary use of quarters for other than temporary duty assignments and uniformed service members on permanent change of station.

(a) Transient quarters. Charges for quarters occupied on a transient basis, that is, normally for 90 days or less, will be assessed at rates equivalent to private transient housing of comparable type and quality. These rates may be set on a nightly or weekly basis, or both. If comparable private transient housing does not exist in the area, the rental may be established by determining the reasonable monthly rental rate for the quarters through application of the other provisions of this circular, and adding to the monthly rate an additional charge of at least 20 percent to cover necessary additional administrative and service charges. The total will be divided by 30 days for the nightly rate or 4-1/3 weeks for the weekly rate.

(b) Temporary quarters. This adjustment will apply when an employee occupies quarters for the convenience of the Government on a temporary basis (normally more than 60 days) and does not receive per diem. Under these circumstances, if the employee maintains two households, the agency is authorized to adjust the rental rate on the quarters unit so that the combined rent or rent and mortgage payment paid during the period of occupancy is not excessively burdensome. The adjustment may not exceed 20 percent of the base rental rate of the quarters unit, unless the agency determines that the circumstances fully justify a greater deduction.

(5) Quarters of excessive or inadequate size or quality. If there is a lack of housing of appropriate size or quality, an employee may be provided Government quarters of a size or quality either excessive or inadequate to that which the prudent employee would have selected in the private community. In these exceptional circumstances, the base rental rate will be reduced by up to 10 percent in direct proportion to the degree of the excess or deficiency. This reduction will not continue beyond one month after the availability of either appropriate Government rental quarters or private rental housing, except when the agency determines that the reassignment of quarters will not benefit the Government.

(6) Changes in administrative adjustments. For specific quarter rental rates, agencies should implement new administrative adjustments to reflect changes in any of the factors contained in subsection 7c as soon as possible after learning of those changes, normally within 30 days.

d. Cyclical and annual adjustments; newly acquired quarters. Charges for rental quarters and related facilities

shall be adjusted periodically in accordance with the following:

(1) **Adjustments based on surveys or appraisal.** Base rental rates established for rental quarters shall be affirmed or adjusted by a survey or appraisal of the private rental market, as follows:

(a) At least every fifth year or when the base rental rate for the quarters has been increased by 40 percent through application of the rent series of the U.S. City Average Revised Consumer Price Index for Urban Wage Earners and Clerical Workers, Rent Series, whichever occurs first, or

(b) Any year when changes in the private rental market in the nearby established community indicate a need to adjust base rental rates on the basis of a survey or appraisal of the rental market.

(2) **Adjustments based on changes in the CPI.** Annual adjustments in the base rental rate shall be made by applying the percent change in the CPI Rent Series from the month and year that the last regional survey or reappraisal of the private rental market was conducted. The new rates shall be effective at the beginning of the first pay period that starts on or after March 1 of each year. Though effective in March, the adjustment shall be based on the preceding September CPI data to provide the required lead time.

(3) **Annual adjustments for isolation.** The Isolation Adjustment Factor (currently 1.9) will be recomputed each year to reflect the Government mileage allowance for automobiles published by the General Services Administration as of the last day of September each year. The new isolation adjustment factor will be used to compute the monthly isolation adjustment applicable to rents being charged starting with the first full pay period in March of each year. This is done to coincide with the implementation of rental rates adjusted by the CPI Rent Series each year, as required in section 7d(2) of this circular.

(4) **Annual adjustments of utilities, furnishings, and services.** To ensure that rates for Government furnished utilities, furnishings, and services keep pace with current costs, they shall be adjusted annually. Where appraisals are used, the rate will be the average residential rate for the utility, furnishings, and services in the nearest established community as of the last day of September. Where surveys are used, utility costs will be adjusted by amounts coinciding with the changes in the appropriate components of the September Consumer Price Index for Urban Wage Earners and Clerical Workers: Nonfood Expenditure Categories, Seasonally Adjusted, U.S. City Average. The adjusted value of furnishings and other services may be based upon local or national average costs. The new

changes will be effective at the beginning of the first pay period that starts on or after March 1 of each year.

(5) **Periodic/cycle year adjustment.** The cycle year (and survey or appraisal month within the cycle year) occurs at different times for different employee quarters within an agency. Therefore, since annual CPI adjustments effective in March are based on the preceding September CPI data, cycle year adjustments for any particular quarters or facility shall be made as follows:

(a) When the private rental market survey or appraisal is made during the months of September through February, no CPI adjustment will be made on March 1 of the following year, but will be deferred until the start of the first pay period that begins after March 1 of the following year. Rental adjustments based on the survey or appraisal will be put into effect in the usual manner. Example: If the survey month is October 1989, no CPI adjustment will be made in March 1990, but will be deferred until March 1991. Such CPI adjustments will be based on the changes in the CPI from the actual date of the survey through September 1990.

(b) When the private rental market survey or appraisal is made during the months of March through August, no CPI adjustments will be made in March of that year, but will be deferred until the start of the first pay period that begins after March 1 of the following year. Rental adjustments based on the survey will be put into effect in the usual manner. Example: If the survey month is April 1989, no CPI adjustment will be made in March 1989, but will be deferred until March 1, 1990. Such CPI adjustment will be based on the changes in the CPI from the actual date of the survey through September 1989.

(6) **Newly acquired quarters.** Rates for newly acquired quarters shall be the same as those prevailing for similar Government rental quarters in the area. If there are no established rates, an initial survey or appraisal to establish valid and realistic comparability with private rental housing shall be made upon acceptance of newly acquired quarters, and the corresponding rental rates shall be made effective upon occupancy. The initial CPI adjustment in rental rates shall be made as follows:

(a) When the initial survey or appraisal of the private rental market is made during the months of March through August, the initial CPI adjustment will be made at the start of the first pay period that begins after March 1 of the following year.

(b) When the initial survey or appraisal of the private rental market is made during the months of September through February, the initial CPI adjustment will be made in accor-

dance with the procedure set forth in subparagraph (5) (a), above.

(7) **Incremental adjustments.** If new appraisals, surveys or CPI adjustments result in increases in rental rates of 25 percent or more above the current rental rate, such increases may be imposed incrementally over a period not to exceed one year, on the condition that they be applied in equal increments on at least a quarterly basis.

e. **Qualifications and extensions.** The principle of comparability with private rental practice may be modified under the conditions described below:

(1) **Extension of comparability.** For lack of available alternative quarters, employees must sometimes occupy space for use as quarters that is generally unsuitable for that purpose. Such space may be unsuitable, for example, because it was originally built for seasonal occupancy only, or because it was not originally built for use as quarters. In other instances, quarters may be suitable only for particular types of occupancy, such as rooming houses, bunkhouses, bachelor quarters, residence hotel-type structures, barracks-type structures, or guard stations and lookouts.

In all such cases, if no comparable rental data can be obtained or professional appraisals are not made, rental rates will be determined by the square footage occupied, at a rate equivalent to one-half the base rental rate per square foot charged for the nearest adequate rental quarters of the same or any other Federal agency. This rate will apply only to the shelter rental, with additions thereto for all other related facilities at rates comparable to those in the area. Rental and other charges will be based upon desired capacity and, when so determined, will remain in effect for each occupant without regard to fluctuations in the number of occupants from time to time either above or below designed capacity.

In buildings where space is assigned for occupancy of several persons or families, common-use space in the building will be distributed to all occupants in proportion to the space assigned for the sole occupancy of each, to determine the number of square feet chargeable to each. Common-use space includes, for example, washrooms, stairs, hallways, and storage, lobby, and lounge areas.

(2) **Quarters for uniformed service personnel.** Rental rates and other charges incident to the occupancy of quarters on a rental basis by members of the uniformed services will be established in accordance with the provisions of this circular.

Those quarters that have been designated inadequate public quarters or substandard pursuant to law and regulations of the Surgeon General of the Public Health Service and the Secretary-

ies of Defense and Transportation require special treatment in one respect. The total of the rental rate, plus charges for furniture and utilities (except telephone), will be adjusted, if required, so as not to exceed 75 percent of the member's basic allowance for quarters. The rental rate, as used in the preceding sentence, is the rate obtained after the additions or deductions required or authorized elsewhere in this circular have been applied to the base rental rate, including that requirement contained in subsection 7c, that the rental rate, after adjustments, will not be less than 50 percent of the base rental rate.

(3) **Instances of hardship.** In certain hardship cases where continued occupancy of public quarters by former uniformed service members and dependents or by dependents of deceased service members is permitted, an amount equivalent to the member's full basic allowance for quarters and other housing allowances (i.e., Variable Housing Allowance, etc.) may be charged for such periods of time as may be properly allowed in each particular case. Occupancy of quarters in such instances will normally not exceed 60 days.

Similarly, former Federal employees (or other occupants) and dependents, or dependents of deceased Federal employees (or other occupants), may continue to occupy Government rental quarters for a period normally not to exceed 60 days. Such occupants will continue to pay the established rental rate for those quarters.

(4) **Alternative requirements.** The provisions of this circular will not apply in the following instances:

(a) When employees attend training programs at Federal or private facilities and the cost of housing is factored into the program cost to the agency or through other means, the valuation rules of this circular need not be applied, so long as the per diem rate (or actual per diem expense rates) paid the employee is set to reflect the fact that the housing is provided at no cost to the employee. In other than training situations when employees are receiving per diem (or actual per diem expense rates) and occupying Government housing, the per diem paid the employees is set to reflect the fact that the housing is provided at no cost to the employee.

(b) When employees are receiving a remote worksite commuting allowance, in accordance with 5 U.S.C. 5942, and housing is provided at no cost to the employees, the allowance paid will consist of factors other than the housing cost portion of the allowance.

(5) **Exceptions.** Efforts have been made in the preparation of this circular to allow for unusual circumstances that may exist with respect to rental quarters. Exceptions to the requirements included in this circular will be permitted, therefore, only upon written request and in those very unusual cir-

cumstances when it is demonstrated to the Office of Management and Budget that the application of the provisions of this circular will not result in a rental rate equivalent to the reasonable value of the quarters to the occupant. If an exception is granted by the Director of the Office of Management and Budget, the agency concerned will be notified in writing.

8. CONSTRUCTION OF FEDERALLY-FUNDED HOUSING. Unless otherwise provided by law (e.g., 10 U.S.C. 2826), the following provides guidance to agencies on determining housing construction needs and construction standards:

a. **Determination of number of families to be housed and pattern of housing required.** The agency should determine the number of families to be housed under the particular circumstances and the probable pattern of family size and composition by a statistical study of families and numbers of dependents within the service or agency adjusted for agency experience, changes in staffing patterns, and national trends in family size. Most frequently, the agency will be adding a limited number of houses at a station where some housing already exists. Under these circumstances, the agency should first make certain that existing housing (owned, leased, or otherwise available to the agency) is properly assigned. After ascertaining that there is a proper utilization of existing housing, the agency should determine what further construction, if any, is required to establish a proper pattern of housing at the station. The determination must discount temporary and unusual peak numbers of employees at the station, but not necessarily recurring requirements for seasonal employees who must be housed. Three general situations with basically different housing requirements are likely to occur:

(1) **Small station.** Where only one to five Government houses are to be supplied at a station, it is likely that no stable family pattern can be predicted on a statistical basis. The most reasonable method of meeting the housing requirement under these circumstances is to supply three three-bedroom houses, one two-bedroom house, and one four-bedroom house.

(2) **Medium station.** Where five to 25 Government houses are to be supplied, the group is probably still too small to expect a stable family pattern, but the group is too large to permit building all houses the same size. Under these circumstances, the agency should seek to develop a flexible housing supply, if possible. However, in view of family size trends, it would be best to construct mostly three-bedroom houses, with a smaller number of two-bedroom houses, and a few four-bedroom houses.

(3) **Large station.** Where more than 25 Government houses are to be supplied, it is reasonable to expect that a fairly stable family pattern exists. Under these circumstances, the agency should determine what this pattern is, as described

above, and, utilizing Table 1, below, plan to provide the appropriate number and distribution of rooms. At military installations the probable number of personnel entitled to family housing quarters by grade, rank, and position will determine the family housing requirements. In the table of net floor areas given below, Table 1, the normal construction limits will govern the maximum areas of houses to be constructed, except that agencies may construct up to the statutory or maximum limitation for housing for commanding officers and in unusual circumstances. The numbers of rooms will be governed by Table 1, below, showing the relation between number of bedrooms and net square footage areas. OMB will consider exceptions under special circumstances only when fully justified.

<i>NUMBER OF ROOMS</i>				
Persons in household	Rooms to be provided	Bedrooms	Baths One-story	Baths Two-story
2-3	4	2	1	1 or 1&1/2
4	5, 5&1/2 or 6	3	1 or 1&1/2	2 or 2&1/2
5	5&1/2, 6 or 7	3 or 4	1&1/2 or 2	2 or 2&1/2
6	7	4	2	2 or 2&1/2

Table 1

b. Types of family dwellings to be constructed. Family dwellings similar in type to acceptable dwellings normally built in the local area will be constructed whenever practicable, with full advantage being taken of the economy of construction and maintenance of multiple-family dwellings-apartment, row, or duplex. The construction of single-family dwellings may receive special consideration in locations where remoteness of the station from other community facilities makes it undesirable from the standpoint of safety, employee morale, recruitment and retention of personnel, and satisfactory living conditions under adverse circumstances to house employees in multiple-family dwellings.

c. Prospective rental levels and their effect on construction. The type of dwellings to be constructed will also be governed by the amount of rent that the occupants can afford to pay (public quarters excepted) as determined in accordance with this circular. Hence, care must be taken to ensure that dwellings would rent at rates within the reach of employees to be housed. In cases where there are large numbers of high salaried personnel who would normally rent larger houses than are usually provided on the station and where the ability to hold such employees in Government service may be dependent upon the housing available, agencies may construct a limited number of larger houses upon securing specific advance approval from OMB.

d. Determination of the number of rooms to be provided in family housing.

The number of rooms to be provided must be based on the size and normal composition of families to be housed. Consideration should be given to the trends in family size. It is permissible to provide larger houses for civilian directors or military commanders of large stations, for military officers of general or flag rank, chiefs of Foreign Service missions, Foreign Service officers with the rank of career minister, and to a limited extent, for higher salaried personnel who can afford to and will pay commercially comparable rents for superior quarters. Table 2, below, indicates the number of rooms and bedrooms that should normally be planned for families of varying sizes. Again, OMB will consider justified exceptions depending upon the remoteness of the small or medium station and the extent to which the family is isolated from normal community facilities.

MAXIMUM AND MINIMUM NET FLOOR AREA PER DWELLING UNIT				
	<i>1 Bedroom^{1/}</i>	<i>2 Bedrooms</i>	<i>3 Bedrooms</i>	<i>4 or more Bedrooms</i>
Minimum ^{2/}	550 sq. ft	750 ^{3/}	960 ^{3/}	1,190 ^{3/}
Normal ^{4/}	730	1,000	1,415	1,670
Maximum	810	1,250 ^{5/}	1,670 ^{5/}	2,100 ^{6/}

Table 2.

e. Net area of houses. The net areas shown below in Table 2 may be increased 10 percent (a) if outside the continental United States, (b) for commanding officers or civilian heads of large installations, or (c) under conditions of extreme isolation where the family may be confined to the home for long periods due to weather conditions or lack of community facilities within reasonable distance. The minimum floor areas below represent the limit below which it is not deemed advisable to go when building permanent housing; such minimum areas should be used only for multiple-family dwellings.

¹ For multi-family or apartment construction only. No one-bedroom houses should be built.

² Any construction proposed to provide less square footage than these minimums must be specifically approved by OMB.

³ Applies to flats or multi-family construction. Not recommended for single or duplex houses.

⁴ Budget estimates will not be considered for construction beyond these normal limits unless accompanied by a specific determination of the agency that up to the specified maximums are necessary.

⁵ Applies to single-family houses without basements for higher salaried personnel only.

⁶ Applies to single-family houses without basements for higher salaried personnel only. Larger areas may be considered by OMB on special justification for heads of large stations, flag officers, or in unusual circumstances only.

Maximum floor areas represent the limit above which Federal funds need not be invested to provide housing reasonably commensurate with income for all but the highest income groups.

Although agencies cannot always determine the grades of the occupants, there is a normal range of grades for the personnel who are required or permitted to occupy Government housing on the station. The minimum size for the number of bedrooms needed should be provided for those in the lowest grades in order that the housing may not be more expensive than the occupants could be expected to rent if they were securing their own quarters commercially. Larger quarters may be provided for progressively higher grades up to the maximums for personnel at and above general schedule grade 14 and ranks equivalent to the military rank of colonel.

f. **Special features.** Special features may be provided to meet special work or isolation conditions. These include: extra rooms with outside doors for the employee whose home is also his or her work headquarters; special access to bath or shower rooms without going through the house where the employee's work is particularly dirty and shower facilities are not provided in work buildings; fireplaces in remote areas where wood is readily available and the fireplaces would serve a practical purpose; extra storage space and facilities where distances to market are such as to necessitate purchasing food and other supplies in quantity; and some space for recreation purposes where families may be confined to the house for long periods of time during bad weather conditions.

Air conditioning may be installed in living quarters only in locations where during the six warmest months of the year the dry bulb temperature is 80 F or higher for over 650 hours or the wet bulb temperature is 67 F or higher for over 800 hours.

Air conditioning otherwise permitted by the standards described above, should employ evaporative cooling when engineering studies indicate it is feasible and more economical than refrigeration systems to install and operate.

It is suggested that Departments and agencies initiate a priority system for installing air conditioning in existing personnel living quarters to ensure that the air conditioning of quarters in the warmest areas under these criteria is completed first.

g. **Design standards.** Agencies should consult the Uniform Building Code or the codes developed by the Council of American Building Officials for guidance in planning construction of permanent family housing that is liveable, durable, safe, sanitary, and not impose an unreasonable and uneconomical burden upon the Government.

h. Compliance with design standards. Agencies shall plan new construction of family housing in accordance with this circular and nationally recognized design standards, such as those set forth in the Uniform Building Code or the codes developed by the Council of American Building Officials. Budget requests and apportionment requests for this purpose shall be based upon compliance with the approved design standards and the provisions of this circular. The squarefoot construction cost should not exceed that generally recognized as prevailing in the area for non-Federal dwellings of similar size and type of occupancy. Exceptions may be made by those agencies constructing housing outside the continental United States where climatic conditions or local building codes and restrictions prevent compliance. Any other exceptions should be plainly set forth in the budget or apportionment request.

i. Budget and apportionment requests. Consult OMB Circular No. A-11, Preparation and Submission of Budget Estimates, subsection 12.5(n), for guidance respecting budget and apportionment requests.

9. AGENCY REGULATIONS. The following guidelines must also be observed in establishing charges for rental quarters and related facilities and in developing agency regulations and procedures implementing this circular:

a. Conflicts of interest. To avoid potential conflicts of interest, agencies will not assign employee occupants of quarters or their subordinates to perform appraisals or serve as members of regional survey teams used to recommend rents and other charges.

b. Consistent local patterns; Interagency Committees. Where several different Federal agencies provide rental quarters in the same area, those agencies will take necessary steps to ensure a consistent local pattern in rents and utility rates. In particular, such agencies are urged to establish interagency committees to coordinate and oversee the establishment of consistent and uniform rental rates.

c. Agency records regarding recommendations and adjustments. A full record of the findings and recommendations of the appraiser or survey team, as well as documentation to justify administrative adjustments, will be kept by the agency concerned.

d. Agency central records and supervision. Sufficient information will be maintained centrally by the agency to allow agency management to be informed of, and to monitor, the status of administration of the requirements of this circular.

e. Reconsideration, procedures for. Agencies will provide a procedure for dealing with requests for reconsideration of rental determinations and other charges.

f. **Leave status, charges during.** Employees on leave will continue to be charged for quarters and related facilities, unless the quarters are vacated and made available for reassignment.

g. **Landlord-tenant relationship.** To aid all agency administrative officials and employees in understanding how the circular is to be applied, agencies will make clear that they assume the customary responsibilities of the landlord and that those who occupy rental quarters assume the customary responsibilities of tenants.

h. **Required occupancy.** Agency regulations will specify the conditions under which the agency head, or his or her designee, will require occupancy of Government rental quarters, in accordance with the limitations cited in 5 U.S.C. section 5911(e), which provides that employee or member occupancy of rental quarters may not be required unless the agency head determines that necessary service cannot be rendered, or that property of the Government cannot adequately be protected.

i. **Safe and sanitary quarters.** Agency heads will ensure that Government rental quarters are safe and sanitary. Although adjustments to the basic rental rate are permitted for such circumstances as excessive heating and cooling costs, poor condition, and lack of potable water, such conditions should not be permitted to continue any longer than absolutely necessary.

j. **Agency housing officers.** Each Federal agency that provides rental quarters shall appoint a principal housing officer with responsibility to supervise the agency's implementation of the policies of this circular.

10. **INQUIRIES.** For information concerning this circular, contact the Office of Management and Budget, Office of Federal Procurement Policy, 725 17th Street, NW, Washington, DC 20503, telephone (202)395-6803.

//signed//

Leon E. Panetta
Director

APPENDIX

Isolation Adjustment Computation

The monthly adjustment for isolation, as described in section 7c(1), is computed, as follows:

- Step 1. Determine the one-way distance in miles (from the quarters to the nearest established community) for each affected category of transportation listed in Figure 1. Enter mileages) in the appropriate block(s) under Column B.
- Step 2. Multiply mileage figures entered in Column B by point values listed in Column A for each affected category of transportation to produce one-way points for each category. Add 29 points to the category 4 subtotal and 27 points to the category 5 subtotal to reflect relative differences in cost or time by use of these modes of travel.
- Step 3. Add all categories of one-way points in Column C to produce total one-way points. (The total must exceed 30 points or there is no adjustment for isolation.)

Figure 1

Category of Travel	Column A Point Value	Column B One-way Miles	Column C One-way Points
(1) Paved road or rail	1.0	X _____	=
(2) Unpaved but improved road	1.5	X _____	=
(3) Unimproved road	2.0	X _____	=
(4) Water, snowmobile, pack animal, foot or other special purpose conveyance	2.5	X _____ = _____ + 29	= _____
(5) Air	4.0	X _____ = _____ + 27	= _____
TOTAL ONE-WAY POINTS			= _____

- Step 4. Calculate the Isolation Adjustment Factor (IAF) using the following formula: Multiply 2 (to reflect round-trip points) by 4 (to reflect number of trips per month) and then multiply by \$x.xx (GSA's current automobile mileage allowance). For example, the GSA mileage allowance, as of the date of this circular, is \$0.25 per mile, resulting in a IAF of 2.0 (rounded to the nearest tenth).

ISOLATION ADJUSTMENT FACTOR = 2.0

- Step 5. Multiply total adjusted points by the Isolation Adjustment Factor to produce the monthly adjustment for isolation (rounded to the nearest whole dollar).

MONTHLY ADJUSTMENT = _____

FIRE PROTECTION SYSTEMS EVALUATION**SCORE**

1. **DISTANCE FROM HOUSING UNIT TO THE NEAREST FIRE STATION.** _____
 (Source: Insurance Services Office, Commercial Risk Services (ISO/CRS))
 - a. 2 miles or less-----10 points
 - b. 2 to 5 miles (See Note 1)-----5 points
 - c. Greater than 5 miles (See note 1)-----0 points

2. **SMOKE DETECTORS.** (U.L. or Factory Mutual Approved) _____
 (Source: COMDTINST 11101.13, NFPA 101)
 - a. Hard-wired Installed-----7 points
 - b. Battery Installed-----3 points
 - c. Not Installed-----0 points

3. **SPRINKLER SYSTEM.** (Source: MIL-HND-BOOK 1008) _____
 - a. Installed w/appropriate total waterflow demand.-----15 points
 - b. Not Installed-----0 points

4. **FIRE EXTINGUISHERS.** (Source: NFPA 101) _____
 - a. Provided. Mounting, inspections, and training are provided and documented.-----5 points
 - b. Not provided.-----0 points

5. **TYPE OF DWELLING.** (Source: NFPA 101) _____
 - a. One or two family dwelling-----5 points
 - b. Apartment style (multiple family) two stories or less-----2 points
 - c. Apartment style three stories or more-----0 points

6. **COMPOSITION OF STRUCTURE.** (Source: ISO/CRS) _____
 - a. Masonry, brick, or concrete-----5 points
 - b. Wood or framed construction-----1 point

7. **MEANS OF EGRESS.** (Source: HUD 4900.1) _____
 - a. The unit has ALL of the below listed means of egress-----5 points
 - b. The unit does NOT have ALL of the means of egress-----0 points
 - (1) The unit must have at least one side-hinged EXIT door.
 - (2) All sleeping rooms must have at least one operable (from inside) window or door for emergency egress to the OUTSIDE. If a window is used for egress to the outside, it MUST:
 - * Have a sill HEIGHT of LESS than 44 inches above the floor.
 - * Have a MINIMUM clear opening HEIGHT of 24 inches.
 - * Have a MINIMUM clear opening WIDTH of 20 inches.
 - * Have a MINIMUM net clear opening GREATER than 5.7. sq.ft.

NOTE: Multi-family dwellings in excess of two stories above ground level may not use bedroom windows as an acceptable means of egress unless safe escape to a protected area can be accomplished from those windows.

FIRST PAGE SUB-TOTAL: _____

FIRE PROTECTION SYSTEMS EVALUATION (con't)

	SCORE
<u>TOTAL FROM FIRST PAGE:</u>	
8. TOTAL UNDER ROOF FLOOR AREA BETWEEN FIREWALLS. (Source: ISO/CRS)	
a. Less than 2000 sq.ft. floor area ----- 3 points	
b. More than 2000 sq.ft. floor area ----- 0 points	
9. FIRE HYDRANTS. (Source: MIL-HND-BOOK 1008)	
a. Can be reached by less than 350 feet of hose lay ----- 5 points	
b. Cannot be reached by less than 350 feet of hose lay ----- 0 points	
10. FIRE FIGHTING WATER SUPPLY.	
(Source: MIL-HND-BOOK 1008, COMDTINST 11300.2)	
a. Consist of one of the following ----- 5 points	
b. Consists of none of the following ----- 0 points	
(1) Public water system.	
(2) Elevated tanks or reservoirs.	
(3) Multiple pumps w/adequate suction supply.	
<u>GRAND TOTAL:</u>	

NOTES:

Ten points may be earned if the following conditions are met. The Safety and Occupational Health Manual, Vol. 1, COMDTINST M5100.29, Chap. 5, and the Water Supply and Waste Water Disposal Manual, COMDTINST 11300.2, Chap. B-5 apply).

1. Commanding Officers provide an organized Fire Protection Force (FPF) from assigned personnel and in accordance with local directives.
 - a. The FPF must receive adequate training for types of fires they would likely encounter.
 - b. The FPF must be suitably equipped to provide emergency evacuation services for housing occupants and must, at a minimum, be capable of providing 500 gallons of fire fighting water per minute for a period of one-hour.
 - c. The FPF must be capable of arriving on scene and applying fire fighting or rescue measures in a timely manner, e.g. 10 minutes, 24 hours a day.
2. Five points are earned if all the above conditions are met yet, less than 500 gallons but more than 250 gallons of fire fighting water per minute can be supplied for a period of less than one-hour.
3. These measures are designed to provide evacuation assistance to occupants and fire fighting First Aid to help contain damage while awaiting arrival of a local fire department more suitably equipped. These standards are in no way meant to diminish standards set by local authorities. Where local standards are more stringent the local standards take precedence.

Signature

Date

Distribution

1. For housing units scoring 32 points or more, and for housing units scoring less than 32 points but corrective action brought the score up to 32 points or more, file original in housing unit maintenance record.
2. For housing units scoring less than 32 points and corrective action not feasible with local resources, submit original with Shore Facility Maintenance Record, CG-Form 4094, in accordance with Civil Engineering Manual, COMDTINST M11000.11 (series), identifying required corrective action; copy to MLC (kse) and appropriate Area Housing Authority.

APPLICATION FOR ASSIGNMENT TO MILITARY HOUSING

(Instructions for preparation of this form are contained on page 2)

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552(E)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY: SECTION 515 P.L. 84-161, AS AMENDED (10 USC 2674) AUTHORIZED SOLICITATION OF THE INFORMATION.
2. PRINCIPAL PURPOSE(S): TO DETERMINE EACH APPLICANT'S ELIGIBILITY FOR ASSIGNMENT TO SUITABLE MILITARY HOUSING ACCOMMODATIONS.
3. ROUTINE USES: THE INFORMATION IS USED BY CG HOUSING OFFICE TO EVALUATE THE ASSIGNMENT OF HOUSING ACCOMMODATIONS.
4. DISCLOSURE: DISCLOSURE OF THE INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE THE INFORMATION MAY RESULT IN THE INABILITY OF THE CG HOUSING OFFICE TO PROVIDE SUITABLE HOUSING TO THE APPLICANT AND AT THE MOST EXPEDITIOUS TIME. DISCLOSURE OF THE INFORMATION HEREIN CONTAINED TO OTHER THAN THE AGENCY IS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT.

SECTION A - APPLICATION (To be completed by applicant)

1. APPLICANT'S NAME (Last, first, middle initial)		2. SOCIAL SECURITY NUMBER	3. APPLICANT'S RANK/RATE
4. CURRENT DUTY STATION AND PHONE NUMBER		5. NEW DUTY STATION AND PHONE NUMBER	
6a. EST. DATE OF DEPARTURE	6b. EST. DATE OF ARRIVAL	7. ADDRESS AND PHONE NUMBER WHILE ON LEAVE ENROUTE	
8. ENLISTMENT EXPIRES (Date)	9. ON LIST FOR PROMOTION <input type="checkbox"/> YES <input type="checkbox"/> NO	10a. ON CLASS "A" SCHOOL LIST <input type="checkbox"/> YES <input type="checkbox"/> NO	10b. IF SO, WHICH LIST

SPONSOR INFORMATION

11a. NAME OF SPONSOR	11b. RANK/RATE	11c. SPONSOR'S DUTY STATION AND PHONE NUMBER
----------------------	----------------	--

DEPENDENCY INFORMATION (Check appropriate box)

12. MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE (CG-4170A not applicable)	13. I AM SEPARATED FROM MY DEPENDENTS <input type="checkbox"/> N/A <input type="checkbox"/> VOLUNTARILY <input type="checkbox"/> INVOLUNTARILY
--	---

DEPENDENTS RESIDING WITH ME (If more space is needed, continue on plain paper)

14a. NAME (Last, First, Middle Initial)	14b. DATE OF BIRTH (YYYY/MM/DD)	14c. SEX	14d. RELATIONSHIP	14e. REMARKS, (handicap, health problems, expected additions to family, etc.)

YOU MUST ATTACH COPY OF CG-4170A WHICH INDICATES DATES OF APPROVAL OF THOSE DEPENDENTS WHO WILL RESIDE WITH YOU.

ADDITIONAL DEPENDENT INFORMATION

15a. SPOUSE IN SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	15b. IF SO, WHICH SERVICE	15c. CURRENT DUTY STATION AND PHONE NUMBER	15d. EXPECTED DATE HE/SHE WILL JOIN YOU
16a. ARE YOU ENROLLED IN THE CG SPECIAL NEEDS PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		16b. IF SO, LIST DEPENDENTS WITH SPECIAL NEEDS. _____ _____ _____	
17a. DO YOU HAVE PETS <input type="checkbox"/> YES <input type="checkbox"/> NO	17b. IF SO, WHAT KIND	17c. AGE	17d. WEIGHT

GENERAL

UPON ARRIVAL AT YOUR NEW DUTY STATION, IT IS MANDATORY THAT YOU REPORT TO THE HOUSING AUTHORITY SERVING THE AREA PRIOR TO MAKING ARRANGEMENTS FOR ANY TYPE HOUSING. YOU SHOULD HAVE DD-1747 (previously issued) READY FOR PRESENTATION.

IN THE EVENT ASSIGNMENT TO MILITARY HOUSING BECOMES MANDATORY, THIS IS TO CERTIFY THAT:

☐ I DO ☐ I DO NOT DESIRE A WAIVER TO RESIDE IN CIVILIAN HOUSING

I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT. I HAVE ATTACHED A COPY OF MY ORDERS AND APPROVED CG-4170A HERETO. CG-4170A N/A FOR SINGLE MEMBERS.

DATE SUBMITTED	APPLICANT'S SIGNATURE
----------------	-----------------------

PREVIOUS EDITION IS OBSOLETE

SECTION B - HOUSING AUTHORITY ACTION

1. APPLICATION EFFECTIVE DATE	2. DATE APPLICATION RECEIVED	3. DATE DD-1747 SENT TO APPLICANT
4. WAITING LIST PLACED ON	5. EFFECTIVE DATE	6. APPLICANT NOT PLACED ON WAITING LIST (Reason)
7. APPLICANT ASSIGNED TO (<i>Housing unit</i>)	8. DATE OF ASSIGNMENT	9. BAH TERMINATION EMAIL COMPLETED ON (Date)

INSTRUCTIONS**SECTION A - APPLICATION**

ALL BLOCKS ARE SELF EXPLANATORY.

THE APPLICATION MUST BE DATED AND SIGNED BY MEMBER.

SECTION B - HOUSING AUTHORITY ACTION

TO BE COMPLETED BY HOUSING AUTHORITY WHO WILL ACKNOWLEDGE RECEIPT OF APPLICATION, MAIL DD-1747, AND PLACE MEMBER ON WAITING LIST (*if applicable*) OR ADVISE REASONS MEMBER NOT PLACED ON WAITING LIST.

STATUS OF HOUSING AVAILABILITY			
1. FROM: Family Housing Office a. Installation Name		2. TO: Applicant's Name <i>(Last, First, MI)</i>	
b. Phone <i>(DSN)</i> <i>(Commercial)</i>		3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE <i>(Day, Mo, Yr, Hour)</i>	
4. YOU ARE ADVISED THAT: a. You can expect military family housing to be available			
	(1) Immediately upon your arrival		(3) Within 12 months of your arrival
	(2) Within approximately 30 days of your arrival		(4) After 12 months or more, or not at all
4b. Considering the availability of family housing you should make alternative housing arrangements that will be			(1) Temp
			(2) Semi-Perm
			(3) Permanent
c. Comments			
5. HOUSING AVAILABILITY IN THE COMMUNITY IS:			
	Good		Limited
6. YOU MUST CONTACT THE FAMILY HOUSING OFFICE <i>(housing referral)</i> UPON ARRIVAL BEFORE YOU MAKE HOUSING ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE ABOVE.			
7. SIGNATURE <i>(Family Housing Office Representative)</i>		8. DATE <i>(Day, Month, Year)</i>	

UNITED STATES COAST GUARD RESIDENTIAL LEASE

(Lease Date)

40__-__-__-L-P__-__-__
(Lease Number)

THIS LEASE, made and entered into this date by and between the LESSOR named below, hereafter called the LESSOR and the UNITED STATES COAST GUARD, hereafter called the COAST GUARD.

1. THE LESSOR:

- 1.a. NAME/s _____ 1.b. Tax Code/Social Security #: _____

Telephone: _____
- 1.c. Correspondence Address _____ 1.d. Check Mailing Address: _____

- 1.e. Lessor's interest in the property herein described is that of owner OR agent for owner:
- 1.f. Lessor and/or owner (is OR is not) a Federal Employee.
- 1.g. Lessor Successors: Should ownership of the premises pass to another individual or company, this lease is binding on the new owner.

WITNESSETH: The parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

2. THE LEASE:

- 2.a. The Lessor hereby leases to the Coast Guard the following described premises:
- Total Bdrms: _____ Total Baths: _____ Total Rooms: _____
Square Feet: _____ County: _____
Congressional Dist: _____
Construction Style: _____
- Address: _____

- 2.b. The Lessor shall furnish a refrigerator and stove. The Government does not accept liability for furnishing, draperies and curtains left in the unit nor are these items made part of this contract. All other Lessor furnished items shall be included and noted in the Inspection Report as explained in the General Provisions.
- 2.c. The premises are used to house members of the Coast Guard and their dependents, if any, regardless of race, color, religion, sex or national origin.

1 Coast Guard _____ Lessor _____

UNITED STATES COAST GUARD RESIDENTIAL LEASE

(Lease Date)

40__-__-__-L-P__-__-__
(Lease Number)

2. THE LEASE: (cont'd)

- 2.d. The Lessor shall keep the premises free from pests in conformance with local and state health regulations.
- 2.e. Smoke detectors are installed in accordance with federal, state and local regulations. Hardwired: ☐ Yes, ☐ No.
- 2.f. Automatic (Fire) Sprinkler Systems are installed in accordance with federal, state and local regulations: ☐ Yes, ☐ No, ☐ N/A.
- 2.g. Grounds care is OR is not performed by Lessor.
- 2.h. Pets are OR are not allowed.
- 2.i. Lessor does OR does not permit child care.
- 2.i.(1) If permitted, no increase in rent or utilities will be paid to the Lessor.
- 2.i.(2) Child care is defined to be in-home care of more than one but no more than six children other than occupant dependents at a minimum of 10 hours per week per child for compensation.
- 2.j. The Lessor agrees to comply with all federal, state, and local laws which apply to the ownership and operation of the premises, and will obtain at Lessor expense all necessary permits and related approvals, including but not limited to those for lead, radon, asbestos, and other environmental and safety measures.

3. THE TERM:

TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning on _____ through September 30, ____ subject to termination and renewal rights as may be herein set forth. No lease shall exceed a period of five years.

4. THE RENEWAL:

Annually, effective 1 October, this lease will be automatically renewed at the option of the Coast Guard for the term stated in Clause 3, at the rate stated in Clause 5.a. After a period of twelve months, the annual rate may be subject to renegotiation. Evidence supporting rental rate adjustment, such as changes in property taxes, insurance premiums and/or inflationary indices, must be provided by the Lessor to the Coast Guard Local Housing Authority prior to the first of July. Lessor failure to notify the Coast Guard of requested rate adjustment will result in this lease being automatically renewed at the same rate. Requests for adjustment to utility costs are addressed in Clauses 5.f and 5.g of this lease.

No renewal shall extend beyond _____, 1994.

2 Coast Guard _____ Lessor _____
DEPT. OF TRANSP., USCG, CG 5571 (9/94)

UNITED STATES COAST GUARD RESIDENTIAL LEASE

(Lease Date)

40__-__-__-L-P__-__-__
(Lease Number)

5. PAYMENT TO LESSOR:

- 5.a. The Coast Guard shall pay the Lessor an annual amount of \$ _____ at the rate of \$ _____ per month in arrears. The monthly payment is comprised of:

for rent: \$ _____
for utilities: \$ _____

- 5.b. Payments to the Lessor will be due on the 5th workday of the month for the preceding month's rent. The date of the check issued in payment shall be considered to be the date payment is made.
- 5.c. The Prompt Payment Act, Public Law 97-177 (96 Stat.85, 31 USC 1801) is applicable to payment under this contract and requires the payment to the Lessor of interest on overdue payment and improperly taken discounts. Determination of interest due will be made in accordance with the Prompt Payment Act and Office of Management and Budget Circular A-125.
- 5.d. Payments include all utility charges for heat, water, sewage, gas, electricity, and trash removal except in geographic locations where state and local regulations do not allow inclusion. Telephone and cable television are the responsibility of the occupant.
- 5.e. Rent for a lesser period shall be prorated as 1/30th of the per month rate.
- 5.f. The utility rate is based on an average monthly cost calculated over a twelve month period. Twelve (12) months after initial or subsequent occupancy, this lease may be adjusted upward or downward to compensate for incorrect estimates for utility amounts. It is the Lessor's responsibility to monitor utility consumption and to provide the Coast Guard with verifiable utility consumption documentation for a twelve (12) month period. Failure to provide required documentation will not justify utility payment adjustments.
- 5.g. It is the Lessor's responsibility to maintain all utility machinery in efficient operation. The Lessor is responsible to notify the Coast Guard immediately of any excessive utility costs. A one time utility payment may be authorized by the Coast Guard to compensate for verifiable utility abuse by the occupant. Documentation supporting utility abuse must be provided by the Lessor prior to reimbursement.

6. TERMINATION:

The Coast Guard may terminate this lease at any time by giving at least a 30 day notice in writing to the Lessor. Said notice shall be computed commencing with the day after the date of mailing. No rental payment shall accrue after the effective date of termination.

3 Coast Guard _____ Lessor _____
DEPT. OF TRANSP., USCG, CG 5571 (9/94)

UNITED STATES COAST GUARD RESIDENTIAL LEASE

(Lease Date)

40__-__-__-L-P__-__-__
(Lease Number)

7. AVAILABILITY OF FUNDS:

Unless otherwise notified, funds will become available on the effective date of this lease and any subsequent renewals. The Coast Guard's obligation hereunder is contingent upon the availability of appropriated funds from which payment for this contract can be made. No legal liability on the part of the Coast Guard for payment of any money shall arise unless and until funds are made available to the Contracting Officer for this procurement. You will be notified immediately if funds do not become available for this procurement.

8. MODIFICATION TO CONTRACT:

The following Clauses within this lease may be modified using Form 5571B, Modification to Contract, as consented to by the Lessor and the Leased Housing Contracting Officer.: Clauses 1.a-f, 2.a-b, 2.g-i, 3 and 5.a. The attached General Provisions may not be modified.

9. ATTACHMENTS:

Coast Guard Form 5571A, United States Coast Guard Residential Lease General Provisions and the Condition Inspection Report are attached and made a part hereof.

10. CONTRACTING OFFICER:

The Coast Guard Leased Housing Contracting Officer may be contacted at the following address and telephone number:

Phone:

LESSOR

BY _____
Lessor Signature

Lessor Signature

UNITED STATES COAST GUARD

BY _____

Leased Housing Contracting Officer
Authority: 14 U.S.C. 475(a)

4 Coast Guard _____ Lessor _____

**UNITED STATES COAST GUARD RESIDENTIAL LEASE
GENERAL PROVISIONS**

SUBLETTING:	The Coast Guard may sublet any part of the premises but shall not be relieved from any obligation under this lease by reason of any such subletting.
DEPOSITS:	This lease is the only financial agreement covering the premises and no effect shall be given to any agreement between the Lessor and the Coast Guard tenant occupying the premises. No deposit is now held nor required. Any deposit held by the lessor under terms or conditions of a previous arrangement with the Coast Guard occupant shall be returned no later than the effective date of this lease.
MAINTENANCE:	Except for damage caused by the abuse or neglect of occupants or their guests, the Lessor shall maintain the premises, including the building and any and all equipment, fixtures, security services and appurtenances furnished by the Lessor under this lease in good repair and tenable condition. The Lessor shall accomplish routine interior painting, necessary recarpeting, and other similar replacement and repair not less than once every three years of Coast Guard occupancy under this lease. The Lessor may at reasonable times, and with the permission of the authorized Coast Guard representative, enter and inspect the premises and make any repairs necessary. The Lessor is not responsible for replacement of light bulbs and fuses.
FAILURE IN: PERFORMANCE:	<p>Rent payments are dependent upon the Lessor performing functions required by this lease. If the Lessor fails to provide any service, utility, maintenance, required environmental or safety modifications or repairs required by this lease, the Coast Guard may contract for or perform the services, and deduct the cost of performing the services from the rent payment. As an alternative, the Coast Guard may reduce the rent payment by the value of the service not performed (as determined by the Coast Guard Leased Housing Contracting Officer).</p> <p>If the Lessor's failure to perform causes the Coast Guard occupant to be temporarily housed elsewhere because of untenable conditions, the Lessor shall be responsible for any reasonable expenses incurred for such temporary housing.</p> <p>An untenable or unsafe condition not repaired and/or restored or good faith attempts to repair/restore to tenable condition within twenty-four (24) hours after Lessor notification by the occupant and/or Coast Guard shall be deemed failure in performance by the Lessor. Other repairs and/or restorations shall be performed by the Lessor with diligence and within a reasonable period of time as determined by the Coast Guard Leased Housing Contracting Officer.</p>
TERMINATION FOR DEFAULT:	<p>If the premises are not ready for occupancy on the date this lease is to commence the Coast Guard may, with written notice to the Lessor, terminate this lease. The Lessor will be liable for any damages to the Coast Guard resulting from the Lessor's failure to have the premises ready for occupancy on the date agreed whether this lease is terminated or not.</p> <p>Failure by the lessor to maintain the premises in tenable condition may result in immediate termination as determined by the Coast Guard Leased Housing Contracting Officer.</p>
FIRE OR OTHER CASUALTY:	If the premises are destroyed by fire or by other casualty, this lease will immediately terminate. If the premises are partially destroyed so that they are untenable (as determined by the Coast Guard Leased Housing Contracting Officer) the Coast Guard may terminate this lease by giving the Lessor written notice within 15 days after the partial destruction. If this lease is terminated in this way, no rent will accrue after the partial destruction. As an alternative, the Coast Guard may choose to continue to occupy the premises at a reduced rent, agreed to by the Lessor and effective the date of the partial destruction.

**UNITED STATES COAST GUARD RESIDENTIAL LEASE
GENERAL PROVISIONS**

**FACILITIES NON-
DISCRIMINATION:**

(a) As used in this provision, the term "facilities" means pools, weight rooms, rest rooms, locker rooms, stores, shops, clubhouses, and any other facility of a public nature available for use by tenants of the complex in which the premises are located.

(b) The Lessor agrees that he/she will not discriminate by segregation or otherwise against any person or persons because of race, color, religion, sex, or national origin in furnishing, or by refusing to furnish, to such person or persons the use of any facility, including any and all services, privileges, accommodations, and activities provided thereby. Nothing herein shall require the furnishing to the general public of the use of any facility customarily furnished by the lessor solely to tenants, their guests and invitees.

(c) It is agreed that the Lessor's noncompliance with the provisions of this section shall constitute a material breach of this lease. In the event of such noncompliance, the Coast Guard may take appropriate action to enforce compliance, may terminate this lease, or may pursue such other remedies as may be provided by law. In the event of termination, the Lessor shall be liable for all excess costs of the Coast Guard in acquiring substitute housing, including but not limited to the cost of moving to such housing. Substitute housing shall be obtained in as close proximity to the premises as is feasible and moving costs will be limited to actual expenses thereof incurred.

(d) It is further agreed that from and after the effective date of this lease the Lessor will, at such time as any agreement is to be entered into or a concession is to be permitted to operate, include or require the inclusion of the foregoing provisions of this clause in every such agreement or concession pursuant to which any person other than the Lessor operates or has the right to operate any facility. Nothing herein contained, however, shall be deemed to require the inclusion of the foregoing provisions of this clause in any existing agreement or concession arrangement or one in which the contracting party other than the Lessor has the unilateral right to renew or extend. The Lessor also agrees that it will take any and all lawful actions as expeditiously as possible, with respect to any such agreement as the Coast Guard may direct, as a means of enforcing the intent of this clause, including but not limited to, termination of the agreement or concession and institution of court action.

**INSPECTION
REPORT:**

A joint physical inspection report of the premises shall be made as of the effective date of this lease, reflecting the then present condition, and will be signed by both the Lessor and the authorized Coast Guard representative.

**ASSIGNMENT OF
CLAIMS:**

The right to payments shall not be transferred by the Lessor to any other party, and any such transfer shall cause annulment of this lease so far as the Coast Guard is concerned. Except as specified for Lessor Successors of Clause 1.g. of this lease, rent payments and any other claims payable shall be made only to the Lessor described in this lease.

**EQUAL
OPPORTUNITY:**

(This clause only applies to leases over \$10,000 annually.) During the term of this lease, the lessor agrees as follows:

(a) The Lessor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Lessor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Lessor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Coast Guard Leased Housing Contracting Officer setting forth the provisions of this Equal Opportunity clause.

**UNITED STATES COAST GUARD RESIDENTIAL LEASE
GENERAL PROVISIONS**

**EQUAL
OPPORTUNITY:
(continued)**

(b) The Lessor will, in all solicitations or advertisements for employees placed by or on behalf of the Lessor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(c) The Lessor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Coast Guard Leased Housing Contracting Officer, advising the labor union or workers' representative of the Lessor's commitments under this Equal Opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(d) The Lessor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and relevant orders of the Secretary of Labor.

(e) The Lessor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. (Reporting requirements apply only to leases over \$50,000, annually and Lessors with over 50 employees.)

(f) In the event of the Lessor's noncompliance with the Equal Opportunity clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part, and the Lessor may be declared ineligible for further Coast Guard contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) The Lessor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Lessor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Lessor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the Coast Guard, the Lessor may request the Coast Guard to enter into such litigation to protect the interests of the Coast Guard.

**COVENANT
AGAINST
CONTINGENT
FEES:**

The Lessor warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty, the Coast Guard shall have the right to annul this lease without liability or in its discretion to deduct from the rental price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee. (Licensed real estate agents or brokers having listings on property for rent, in accordance with general business practice and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this provision.)

**OFFICIALS NOT
TO BENEFIT:**

No member of or delegate to Congress will receive any money or other benefit from this lease. The only exception to this provision is if the Lessor is a corporation in which the member or delegate to Congress owns shares.

**UNITED STATES COAST GUARD RESIDENTIAL LEASE
GENERAL PROVISIONS**

**CLAIMS AND
DISPUTES:**

The Coast Guard will reimburse the Lessor, upon submission of a just and documented claim, for damages beyond the normal wear and tear which may be caused by the Coast Guard occupant through neglect or abuse. Damage liability is specifically limited to those items damaged by abuse or negligence of the occupant and his or her dependents and guests.

a. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613), provided herein:

a.1. The Lessor must deliver any claim to the Coast Guard not later than sixty (60) calendar days after lease termination.

a.2. The Claim must:

- (a) be in writing,
- (b) state a total claim amount (sum certain),
- (c) identify individual damage/claim items,
- (d) be supported with receipts or estimates as follows:
 - * if the item is less than \$200, one receipt or estimate.
 - * if the item is \$200 or more, two estimates.
- (e) contain a signature as explained below.

b. Except as provided in the Act and the above, all disputes arising under or relating to this contract shall be resolved under this clause.

c. "Claim," as used in the clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding \$50,000 is not a claim under the Act until certified as required by subparagraph d.2. below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act, by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.

d.1. A claim by the Contractor shall be made in writing and submitted to the Coast Guard Leased Housing Contracting Officer for written decision. A claim by the Coast Guard against the Contractor shall be subject to a written decision by the Coast Guard Leased Housing Contracting Officer.

d.2. For Contractor claims exceeding \$50,000, the Contractor shall submit with the claim a certification that:

- (i) The claim is made in good faith;
- (ii) Supporting data are accurate and complete to the best of the Contractor's knowledge and belief; and
- (iii) The amount requested accurately reflects the contract adjustment for which the Contractor believes the Coast Guard is liable.

**UNITED STATES COAST GUARD RESIDENTIAL LEASE
GENERAL PROVISIONS**

**CLAIMS AND
DISPUTES:
(continued)**

d.3. (i) If the Contractor is an individual, the certification shall be executed by that individual.

(ii) If the Contractor is not an individual, the certification shall be executed by:

A senior company official in charge at the Contractor's plant or location involved, or

An officer or general partner of the Contractor having overall responsibility for the conduct of the Contractor's affairs.

e. For Contractor claims of \$50,000 or less, the Coast Guard Leased Housing Contracting Officer must, if requested in writing by the Contractor, render a decision within 60 days of the request. For Contractor-certified claims over \$50,000, the Coast Guard Leased Housing Contracting Officer must, within 60 days, decide the claim or notify the Contractor of the date by which the decision will be made.

f. The Coast Guard Leased Housing Contracting Officer's decision shall be final unless the Contractor appeals or files a suit as provided in the Act.

g. At the time a claim by the Contractor is submitted to the Coast Guard Leased Housing Contracting Officer or a claim by the Coast Guard is presented to the Contractor, the parties, by mutual consent, may agree to use alternative means of dispute resolution. When using alternative dispute resolution procedures, any claim, regardless of amount, shall be accompanied by the certificate described in paragraph d.2. of this clause and executed in accordance with paragraph d.3. of this clause.

h. The Coast Guard shall pay interest on the amount found due and unpaid from (1) the date the Coast Guard Leased Housing Contracting Officer receives the claim (properly certified if required), or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Coast Guard Leased Housing Contracting Officer receives the claim and then at the rate applicable for each 6 month period as fixed by the Treasury Secretary during the pendency of the claim.

i. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the Coast Guard Leased Housing Contracting Officer.

FURNISHING CUSTODY RECEIPT AND CONDITION REPORT (This form is subject to the Privacy Act of 1974 – See reverse)						Read instructions on the back of this form before completing.				OMB No. Expires							
Agency Disclosure Notice																	
This form is currently in the official review process, but has not yet received a new or revalidated OMB control number. Therefore, in accordance with the Paperwork Reduction Act of 1995, you may not be penalized for failing to provide the information requested herein. Furthermore, this protection may be raised as a complete defense or bar to any administrative process or judicial action taken by the federal government on a matter arising from or related to the information requested in this form.																	
CONDITION CODES (For columns D, F, and H)										NAME		GRADE					
BE – Bent		FA – Faded		RU – Rusted		CG – Chipped		LO – Loose						TR – Torn			
BR – Broken		GG – Gouged		SC – Scratched		DE – Dented		MA – Marred						WR – Worn Badly			
BU – Burned		GO – Good		SO – Soiled		NE – New		RB – Rubbed						ZC – Cracked			
NO. OF BEDROOMS			NO. IN FAMILY			SIGNATURES								SSN			
I hereby designate the individual named below as authorized to receipt for property <div style="border-bottom: 1px solid black; margin-bottom: 5px; text-align: center;">(Typed Name of Occupant)</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px; text-align: center;">(Signature of Occupant)</div> <div style="border-bottom: 1px solid black; text-align: center;">(Signature of Sponsor)</div>																	
ITEM DESCRIPTION A			STOCK NO. B			ISS. C	COND D	ISS. E	COND F	ISS. G	COND H	TURN IN I			BAL. J	ORGANIZATION	
																QUARTERS ADDRESS	
																DUTY	
																PHONES HOME	

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8012; 10 USC 9837 and 10 USC 9840.

PRINCIPAL PURPOSES: To provide issuing offices a custody receipt for both housekeeping and non-housekeeping quarters furnishings and equipment issued to authorized customers.

ROUTINE USE(S): SSN is used for positive identification.

DISCLOSURE: Providing your SSN is voluntary. Some of the information in this form is privileged and cannot be disclosed without your consent. You are not required to complete this form, but failure to do so may result in the denial of furnishings and equipment.

INSTRUCTIONS

1. AF Form 228 will be completed in duplicate by the occupant and the issuing office representative, the original being retained by the issuing office.
2. Upon termination of the quarters occupancy or upon turning in any item, all Government furnished property must be essentially in the same condition as issued, except for deterioration deemed to be fair wear and tear.
3. Each transaction for the receipt of property must be acknowledged by signature of the sponsor or authorized representative. Each turn-in transaction must be acknowledged by signature of the issuing office representative.
4. Item condition remarks, is any, will be recorded in the space below.
5. When deemed necessary, descriptions and stock numbers of items commonly issued may be locally overprinted.
6. Personnel signing AF Form 228 for furnishings will be held responsible in accordance with AFI32-6004, Accounting and Reporting of Government Property Lost, Damaged, or Destroyed, for loss or damage (other than fair wear and tear) of all items in their custody.
7. Furnishings will not be removed from or exchanged between quarters unless approved by the issuing office.
8. Upon termination of quarters, all personnel must clear their account with the issuing office. If loss or damage exists, AFI32-6004, will be used to reconcile the discrepancy.
9. Columnar Use:

Column	A	- Self-explanatory
Column	B	- Self-explanatory
Column	C	- Number of items issued and occupant's signature.
Column	D	- Condition code of item
Column	E-H	- Used for the subsequent issues of the same item or different items (so that the initials and date will reflect the separate issue).
Column	I	- Number of items turned in and issuing office representative's signature and date.
Column	J	- Current balance in occupant's quarters.

REMARKS

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5427 (6-99)		UPH FURNISHINGS AND EQUIPMENT FUNDING REQUEST				
UNIT NAME			BUILDING NAME			OPFAC
ITEM	PRESENT ITEMS		REQUESTED ITEMS			COMMENTS
	AGE (YRS) OR REPLACEMENT	DISPOSAL CONDITION CODE (See COMDTINST M4500.5(series))	QUANTITY	COST PER ITEM	TOTAL COST	
				GRAND TOTAL		
I CERTIFY that the repair costs for the above requested replacement furnishings exceed 75 percent of the replacement costs and any requested appliances are beyond economical repair per article 8-E-2, Housing Manual, COMDTINST M11101.13(series).						
NAME AND TITLE OF SIGNING OFFICIAL			SIGNATURE			DATE

Permanent Party UPH Occupancy Report

for the Month of _____. Building Name or Number: _____. Year Built: _____

Room #																			
Bed #																			
Room Type																			
Room Sqft																			
Calendar Day	1																		
	2																		
	3																		
	4																		
	5																		
	6																		
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	31																		

Transient Notes:

Room # = Self-explanatory

Bed # = Identifies several beds (A, B, C) within a room

```
Room Type = "WE" - Watchstander Enlisted
              "WO" - Watchstander Officer
              "OOD" - Officer of the Day
              "SE" - TAD Student Enlisted/Cadet/OCS/Recruit
              "SO" - TAD Student Officer
              "TE" - Transient Enlisted
              "TO" - Transient Officer
              "TD" - Temporary Diversion
              "GEO" - Voluntary Geographic Bachelor, counted
                    as vacancy in occupancy formula
              "NDT" - Non-duty transient, counted as vacancy
                    in occupancy formula
```

Room SqFt = Net square footage of berthing space.

Occupancy formula:

Total bed days assigned = total number of days all beds were assigned during the month (excluding GEO's, NDT's and TD periods)

Total bed days available = total number of beds
multiplied by days of month minus number of days of
TD

Transient UPH Occupancy Report

for the Month of _____. Building Name or Number: _____. Year Built: _____

Room #																			
Bed #																			
Room Type																			
Room Sqft																			
Calendar Day	1																		
	2																		
	3																		
	4																		
	5																		
	6																		
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(See notes on reverse)

Occupancy = Total bed _____ ÷ total bed days _____ = TOTAL OCCUPANCY _____%
days assigned available RATE OF

Transient Notes:

Room # = Self-explanatory

Bed # = Identifies several beds (A, B, C) within a room

```
Room Type = "    "WE " - Watchstander Enlisted
              "WO" - Watchstander Officer
              "OOD" - Officer of the Day
              "SE" - TAD Student Enlisted/Cadet/OCS/Recruit
              "SO" - TAD Student Officer
              "TE" - Transient Enlisted
              "TO" - Transient Officer
              "TD" - Temporary Diversion
              "GEO" - Voluntary Geographic Bachelor, counted
                    as vacancy in occupancy formula
              "NDT" - Non-duty transient, counted as vacancy
                    in occupancy formula
```

Room SqFt = Net square footage of berthing space.

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Total bed days available = total number of beds
multiplied by days of month minus number of days of
TD

Appendix A

Acronym/Abbreviation List

Acronym	Description
AHA	Area Housing authority
AHO	Area Housing officer
AOR	Area of Responsibility
BAH	Basic Allowance for Housing
CEU	Civil Engineering Units
COE	U.S. Army Corps of Engineers
CONUS	Continental U.S.
COTR	Contracting Officer Technical Representative
CRO	Civil Rights Officer
DOD	Department of Defense
EAPC	Employee Assistance Program Coordinator
EHH	Environmental health Hazards
FAR	Federal Acquisitions Regulations
FHA	Federal Housing Administration
FLH	Family Leased housing
FOH	Family Owned Housing
FPA	Family Programs Administrator
FRV	Fair Rental Value
HAA	Housing Assistance Administration
HAP	Homeowners' Assistance Program
HHG	Household Goods
HMIS	Housing Management Information System
HR	Housing Representative
HUTYPE	Housing Unit Type
IBUDS	Integrated Budge Support
INCONUS	Within the continental U.S.
ISC	Integrated Support Command
ISSA	Inter-Service Support Agreement
LHA	Local Housing Authority
LHO	Local Housing officer
MIPR	Military Interdepartmental Purchase Request
MHA	Military Housing Areas
MLC	Maintenance and Logistics Command

MOU
NAF

Memorandum of Understanding
Non-appropriated Funds

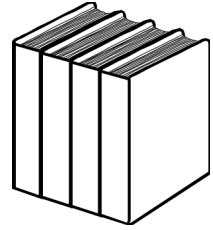
Acronym (continued)

Description (continued)

NMHC
OHA
OMB
OOP
OUTCONUS
PAA
PCS
PDR
PDS
PERSRU
PPC
RCP
SFCAM
SFRL
SSMR
TAD
TAM
TDY
TEMDUINS
THA
THC
TLA
UA
UCMJ
UPH
UPLH
VA

National Median Housing Cost
Overseas household allowance
Office of Management and Budget
Out of Pocket
Outside the Continental U.S.
Pay Adjustment Authorization
Permanent Change of Station
Personnel Data Record
Permanent Duty Station
Personnel Reporting Unit
Pay and Personnel Center
Resource Change Proposal
Shore Facilities Capital Asset Management
Shore Station Maintenance Report
Shore Facilities Requirement List
Temporary Additional Duty
Transportation Acquisition Manual
Temporary Dty
Temporary Duty under Instruction
Total Housing Allowances
Total Housing Cost
Temporary Lodging Allowance
Uauthorized Absence
Uniform Code of Military Justice
Unaccompanied Personnel Housing
Unaccompanied Personnel Leased Housing
Veterans' Affairs

Appendix B Glossary



Definitions

Acceptable Housing List	Housing official maintain a current listing of rental housing units and trailer facilities within a commuting distance of 1 hour during peak commuting hours from the duty station, and are available on an equal opportunity basis to members of the Coast Guard without regard to race, creed, color, age, handicap, or national origin.
Acquisition	In Housing, acquisition is used to explain the acquiring of housing by construction, purchase, or transfer.
Adequacy of Housing (Adequate Quarters)	Term used to determine if housing is considered satisfactory to acquire, transfer or lease. The Coast Guard measures adequacy by standards of adequacy: size; commuting time; affordability etc.
Administrative Cost Ceiling	The dollar limit set by the Commandant as the maximum amount which may be expended on individual leased quarters during any month, including the cost of utilities.
Affordability	An adequacy standard which considers the member's income based on regular military compensation and housing allowances, affordability is the cost of shelter, including rent or mortgage payment and all utilities except telephone.
Area Housing Authorities (AHA)	Area Housing Authorities are designated by Commandant (G-P) manage and are responsible for family and unaccompanied housing within their geographic boundaries, including HQ, Area and MLC Commands but excepting housing managed by another AHA.
Area Housing Officer (AHO)	The person assigned to a district/Headquarters unit staff for housing administration duties.
Assignment	An action taken in writing to confer on an individual the right to occupy a specific housing unit.

Definitions

Assignment Priority	The Commandant's designated ranking of individuals used to ensure UPH occupancy requirements.
Authorized Certifying Officer (ACO)	An official designated by Commandant (G-P) responsible for the certification/correctness of documents relating to expenditures of public funds.
Average Cost	The total cost of operating all leased quarters (rent and utilities) divided by the total number of leased units during any given month; this may not exceed the average cost limitation set by the Commandant.
Average Cost Limitation	The figure set by Commandant (G-HPW-1), and where appropriate, an AHA, which may not be exceeded by the average cost of all leases under the cognizance of an AHA or Local Housing Authority (LHA) for a given period of time.
Basic Allowance for Housing (BAH)	The law provides that when public quarters are not provided, service personnel will be paid BAH a monetary allowance in lieu of quarters in kind not being assigned to a member, if applicable.
Building Petty Officer (BPO)	Host Commander's representative, directly responsible to the UPH Manager for supervision and management of UPH.
Civil Rights Officer (CRO)	Local and District housing officers inform the civil rights officer (CRO) at their receptive levels of incidents pertaining to housing discrimination.
Civilian Employees	Coast Guard civilian employees paid from appropriated or nonappropriated funds.
Commanding Officer	The commanding officer of the unit where the member is permanently stationed.
Command Quarters	Quarters specifically designated by Commandant (G-P) for occupancy by commanding officers (O-6) of major shore installations who have significant official entertainment requirements. That is, he/she is required to frequently accommodate or entertain important visitors as part of his/her official duties.

Continued on next page

Definitions, Continued

Community Housing	Adequate privately owned housing located within acceptable commuting distance of the member's duty station and available for nonrestrictive occupancy by military personnel.
Commuting Time	An adequacy standard that defines a reasonable commuting distance, generally, a travel time of not more than 2 hours per round trip by automobile or public transportation.
Continental United States (CONUS)	The 48 contiguous states and the District of Columbia.
Cost, Repair or Cleaning	Equals the actual charge to repair or clean, but not more than the item's depreciated replacement cost.
Cost, Replacement	For replacement, cost equals the present price of the same or a similar item minus depreciation based on the damaged item's age.
Damage	A decrease in an item's value not attributable to age or normal wear and tear constitutes damage. Damage is also any change to an item which makes it more costly or more difficult to maintain the quarters, or any unusual change to an item's appearance which in the inspector's opinion requires correction.
Designation of Family Quarters	Family units classified according to intended occupancy by the various categories of military members and civilian employees based primarily on the square footage of the living space.
Dislocation Allowance (DLA)	A partial reimbursement to a member, with or without dependents, for expenses incurred in relocating the member's household upon permanent change of station. DLA is equal to two months' BAH at the rate set for a member's grade and dependency status. DLA may be authorized when a member is not assigned to permanent Government quarters. See JFTR, Chapter 5, Part G.

Continued on next page

Definitions, Continued

Diversion (Permanent)	When authorized by Commandant (G-P), use of family housing space or facilities for other purposes, including reclassification of real property. Permanent diversion results in removal of affected units from the housing inventory.
Diversion (Temporary)	When authorized by the cognizant AHA, temporary use of family housing space or facilities for other purposes, for periods not exceeding 60 days, with definite plans for such space or facilities to revert to family housing use.
DoD/Other Federal Agency Housing	Housing controlled by the DoD or other Federal agencies and is secured for use by Coast Guard under an Inter-Service Support Agreement (ISSA).
Effective Date of Assignment	The actual date of acceptance or occupancy to Government-controlled housing. It may be considered the date member previously advised the Housing Officer he/she wishes to occupy Government-owned or Government-leased housing on the original application.
Eligibility (Leased Housing)	AHAs determine housing costs (rent + utilities except telephone) for 1, 2, 3, and 4-bedroom leases in each leasing area. These figures will be compared to each pay grade's total housing allowance (BAH + OHA) + 15% NMHC) to determine eligibility.
Enlisted Personnel	Members in pay grades E-1 through E-9.
Equipment	Major household appliances listed in <i>Chapter 12, Furnishings & Equipment</i> .
Excess Housing	Quarters not needed to meet the immediate requirements of eligible personnel assigned to a particular installation or area.
Exemption (Blanket) & (Individual)	A waiver of one or more particular provisions of the leased housing policy, usually affecting eligibility criteria outlined in <i>Chapter 4, Eligibility</i> .

Continued on next page

Definitions, Continued

Family Housing	Housekeeping-type living accommodations owned or controlled by the Coast Guard and assigned to military or civilian personnel with dependents.
Family Leased Housing (FLH)	Leased Housing Program which applies to members who are accompanied with dependents.
Flag Quarters	Quarters designated by the Commandant (G-P) for occupancy by officers of flag rank.
Furnishings	Includes furniture and miscellaneous items. The term "furnishings" does not include such household items as radios, audio equipment, televisions, VCRs, vacuum cleaners, bed linens, table linens, cutlery, silverware, dishes and kitchen utensils, except for use in special command positions.
Government-owned Housing	Housing acquired through purchase, construction, or transfer, when proven more cost effective than leasing and conforms to adequacy criteria; Authorized by Congress in annual budget appropriations.
Government Quarters	Government-owned or Government-controlled (lease or contract) quarters.
Gross Housing Requirements	Acquisition requirements for specific units or areas are computed based on the percentage of members with dependents by pay grade on both a quantitative basis (total eligible personnel appearing on the current or projected allowance list) and a qualitative basis (number of bedrooms required).
Gross Negligence	The absence of even slight care, showing complete indifference to the consequences of the act or omission.
Guest	A guest is anyone the member or the member's dependent allows to enter the quarters. It does not include Coast Guard personnel or contractors of the Coast Guard who enter the quarters on official business.

Continued on next page

Definitions, Continued

Hardship	Unique or unusual circumstance which, in the host commander's judgment, imposes an extraordinary burden on a member not normally encountered by other unit members of similar grade.
Host Commander	The commanding officer responsible for UPH management and assignment of all personnel within a one hour one way commute to the UPH attached to their physical plant.
Housing Asset	<i>To Be Developed</i>
Housing Representative	The Housing Representative coordinates the housing program in the assigned area of responsibility under the direction of the commanding officer of the unit to which he/she is assigned. The Housing Representative is a military or civilian individual authorized to a command in support of housing activities and may be filled by collateral personnel. The Housing Representative coordinates the housing program in the assigned area of responsibility under the direction of the commanding officer of the unit to which he/she is assigned.
Inadequate (Substandard) Public Quarters.	Quarters so designated by the Secretary in accordance with <i>14 U.S.C. 475.(b)</i> Examples of such conditions include accelerated deterioration resulting from age/or deferred maintenance, effects of disaster, objectionable industrial and ground or air traffic noise, air pollution endangering occupants' health and safety, contaminated water supplies, and, in the case of newly acquired housing, the need for preliminary repairs and improvements.
Inadequate Quarters	Quarters that do not meet minimum adequacy standards and adequate minimum health and safety standards as specified by the applicable District/MLC Staff, i.e., rodent infestations, chemical hazards, or poor air or water quality.
Initial Outfitting	Authorized items of furnishings and/or equipment procured for inclusion in newly constructed or acquired housing.
Inspections "for cause"	The LHA may inspect assigned quarters for due cause to ensure safety, health, and welfare.

Continued on next page

Definitions, Continued

Inspector or Inspecting Officer	The inspecting officer finds and documents the existence of damage and assigns the damage a dollar value. The inspecting officer shall document damages and give opinions specifying whether the damage was caused by the member's abuse or negligence, but shall not decide whether the member is liable for the damage.
Installation	In housing, the term installation refers to provision of utility connections for the equipment item, but may include placement of the equipment when in the best interest of the Government to ensure proper placement or minimize damage to the quarters. Equipment is considered to be installed when space, utilities connections, and any required venting have been provided.
Inter-Service Support Agreement (ISSA)	Agreement entered into between Coast Guard and another agency of Federal or state Government for specific purpose or service.
Involuntary Geographic Bachelor	Permanent party personnel with dependents under PCS orders ashore, not entitled to travel of dependents and transportation of household goods to the area of the new Permanent Duty Station, including personnel assigned unaccompanied tours.
Junior Officers	Pay grades W-1 through O-3.
Key and Essential Personnel	Personnel so designated by AHAs whose residence on station is operationally necessary.
Lease Allocation	The recommended number of leases an AHA is expected to maintain based on the maximum funding level and the average cost limitation. AHAs may exceed the recommended number of leases but may not exceed the maximum funding level or the average cost limitation for their area.
Leased Quarters	A privately owned dwelling (single house or part of a multiple-unit building) leased by the Coast Guard for use as public quarters.

Continued on next page

Definitions, Continued

Leasing Area	Geographical area in which the Commandant has authorized the Leased Housing Program.
The Leased Housing Program	The Leased Housing Program is utilized in areas where adequate private community support and Government-owned housing facilities housing is unavailable. Leased housing is a privilege provided to Coast Guard members in areas where members are unable to afford adequate housing. The leased housing program offers landlords the possibility of renting property to the Federal Government on an annual renewal basis consistent with current local housing market costs.
Limitation of Liability	A member will be held fully responsible for all damage caused by the occupant's abuse or negligence, without limitation of the member's liability. This does not prevent a settlement authority from waiving or compromising a claim against the member, if warranted.
Local Housing Authority (LHA)	The field unit commander designated by the Area Housing Authority (AHA), is responsible for managing the housing program in the area of jurisdiction determined by the AHA.
Local Housing Officer	The Local Housing Officer (LHO) is directly responsible to the Local Housing Authority (LHA) for the on-site management of the housing program including, but are not limited to, providing housing referral services and supervising Coast Guard-owned and Coast Guard-leased housing in the unit's inventory. surrounding grounds and common facilities of family and unaccompanied housing.
Maximum Funding Level	The total of funds available to each AHA for leases throughout the fiscal year. This level must not be exceeded without the authorization of Commandant (G-HPW).
Member	The person to whom quarters are assigned, without regard to military status.
Member with Dependents Voluntarily Unaccompanied	(Formerly "Voluntary Geographic Bachelor") Unaccompanied personnel in the United States and Puerto Rico entitled to travel of dependents and transportation of household goods.

Definitions, Continued

Military Housing Areas (MHA)	There currently are over 400 separate Variable Housing Allowance rate areas known as Military Housing Areas (MHA).
National Median Housing Cost (NMHC)	Annual Variable Housing Allowance Survey results are used to determine a National Median Housing Cost (NMHC) for each pay grade and dependency status. The NMHC is calculated based upon rental housing costs of military members surveyed nationwide. Separate NMHCs are determined for each pay grade, at with-dependents and without-dependents rates.
Negligence	Negligence is the failure to exercise the degree of care that a person of ordinary prudence would exercise in a similar situation. Negligence is attributable to the member if damage was caused by the member, dependent, pet, or any guest of the member or his or her dependents. Negligence can be a failure to act as well as an act of conscience. For example, a small plumbing leak results from normal wear and tear, and the member knows of it but fails to report or fix it. This omission by the member may cause serious water damage to the quarters after several days and is considered negligence.
Net Housing Requirements	The net housing requirement is defined as the net deficit, i.e., the housing need not met. The net housing requirement is determined by deducting from the gross housing requirement.
Object Class	<i>To Be Developed</i>
Occupant	The person(s) assigned by the Coast Guard to Coast Guard-leased quarters who consequently forfeits all Government housing allowances.
Officers	Commissioned Officers (W-1 through O-10).
Operational Necessity	Operational considerations, as defined in the unit's operating plan, which require an individual to live in Government quarters for mission accomplishment. These operational considerations are essential duties/contingencies that cannot be scheduled for normal duty hours and are above the abilities of unit watchstanders to complete.

Definitions, Continued

Out-of-pocket Expense	Each member's total housing allowance attempts to cover 85 percent of the NMHC. The law intends an "out-of-pocket" absorption between 15 and 21.5 of the NMHC.
Overseas	All areas outside the continental limits of the United States, including Alaska and Hawaii.
Overseas Housing Allowance (OHA)	OHA Housing allowances are provided overseas. Variable Housing Allowance is used in Alaska and Hawaii).
Partial BAH	A monetary allowance for members without dependents who are provided Government housing (single type) and those on sea duty. Personnel occupying Unaccompanied Personnel Leased Housing or Unaccompanied Personnel Leased Housing are not eligible for partial BAH.
Permanent Party Quarters	Quarters designated for use by unaccompanied permanent party personnel.
Physically Vacated	The member has departed the housing unit, all the member's household goods have been removed from the unit, and keys to the housing unit have been returned to the Local Housing Officer.
Private Community Support	The primary source of Coast Guard housing. It is adequate, privately owned housing, available for nonrestrictive occupancy in communities within acceptable commuting distance of Coast Guard operating units. Each member shall retain freedom of choice in the selection of private accommodations.
Public Quarters	Married officers quarters, married enlisted quarters, barracks, bachelor officers' quarters, and any other type of living accommodations owned or leased by the Coast Guard and provided to military personnel in lieu of an allowance for quarters.

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Definitions, Continued

Quarters	Quarters include Government-owned family and unaccompanied personnel housing, and Government-leased family and unaccompanied personnel housing (ashore and afloat).
Quarters for the Physically Challenged	Designated quarters which are accessible or capable of being made accessible to members with physically challenged dependents.
Replacement	Substitution of new or serviceable items gained from procurement or transfer for economically unrepairable authorized items of furnishings and equipment in the inventory.
Reserve Quarters	Quarters used for drilling reservists required to remain on board or residing beyond one hour travel time from the unit. Qualified augmenting reservists will use watchstander quarters. Reserve quarters will only be designated when transient quarters are unavailable for reserve use.
Sanctioned Housing List	A list that Housing officials maintain liaison with DoD Housing Referral Officers to ensure an up-to-date listings of houses and/or apartments against which sanctions have been imposed.
Senior Officers	Pay Grades O-4 through O-6.
Settlement Authority	An officer to whom the authority to compromise, waive, or terminate collection of a claim has been delegated by appropriate authority. See <i>Chapter 5, Claims and Litigation Manual, COMDTINST M5890.9</i> . Consult the local legal office to identify the responsible settlement authority.
Size	An adequacy standard that relates to number of bedrooms and net floor area per dwelling, considering the number, age, and sex of children, and the member's pay grade.

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Definitions, Continued

Special Command Position	A position designated by the Secretary of Transportation for which the incumbent is a flag officer and in which public-relations responsibilities require the incumbent to represent the interests of the United States in official entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, or members of the business, labor, industrial, scientific, or academic communities.
Student Quarters	Quarters used by personnel attending a training course or school in a PCS status, i.e., 20 weeks or more; or TAD status, i.e., less than 20 weeks.
Total Housing Allowances	By law, a military member's total housing allowance consists of Basic Allowance for Quarters (BAH), Variable Housing Allowance, and an expense absorbed by the member which is intended to equal 15 percent of the National Median Housing Cost (NMHC).
Transit Quarters	Quarters used by TAD personnel assigned to the unit or a tenant unit.
Unaccompanied Personnel Afloat Leased Housing (UPALH)	Leased Housing Program which applies to military personnel who are on sea duty or duty at remote offshore Coast Guard stations who do not have any dependents.
Unaccompanied Personnel Housing (UPH)	All Government-owned quarters used for berthing unaccompanied permanent party personnel; drilling reserve, transient, watchstander, and student personnel.
Unaccompanied Leased Personnel Housing (UPLH)	Leased Housing Program which applies to personnel assigned ashore who do not have dependents.
Vacancy Loss	The period during which housing remains vacant on change of occupancy. Unoccupied active housing represents a loss to the Government, as other housing alternatives are funded through BAH or ISSA payments.

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Definitions, Continued

**Voluntary
Geographic
Bachelor**

Military personnel without dependents entitled to BAH at the "without-dependents" rate, if adequate Government quarters are not available. Also, member married to member with no other dependents within the local commuting area.

**Watchstanding
Quarters**

Quarters used for duty personnel.
